



County of Los Angeles Public Library ■ www.colapublib.org  
7400 East Imperial Hwy., Downey, CA 90242 ■ (562) 940-8400



Yolanda De Ramus  
Chief Deputy County Librarian

October 06, 2015

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**AWARD OF TEMPORARY SUPPORT PERSONNEL SERVICES  
CONTRACTS FOR PUBLIC LIBRARY  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

The Public Library is recommending that the Board of Supervisors (Board) approve the proposed contracts with Howroyd-Wright Employment Agency, Inc. (dba AppleOne Employment Services) and Future Personnel Agency, Inc. (dba Top Tempo) to provide as-needed temporary support personnel services to the Public Library as a result of a Request for Proposal (RFP) released on June 17, 2015.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Approve and instruct the Mayor to sign the attached contracts with Howroyd-Wright Employment Agency, Inc. (dba AppleOne Employment Services) and Future Personnel Agency, Inc. (dba Top Tempo) to provide temporary support personnel services for a period of four years, with one one-year renewal option and six month-to-month extensions, at a combined annual amount not to exceed \$400,000. These contracts shall become effective upon your Board's approval.
2. Approve and delegate authority to the County Librarian, or designee, to execute amendments for future unanticipated changes in the scope of work, and to increase the contract amount to cover the cost of such changes, not to exceed 10% of the original contract amount.
3. Approve and delegate authority to the County Librarian, or designee, to execute amendments to exercise the one year renewal option and six month-to-month extensions under the terms of the contracts.

4. Approve and delegate authority to the County Librarian, or designee, to execute amendments to implement additions and/or changes of certain terms as required by the Board or Chief Executive Officer during the term of the contract, and to adjust the contract amount due to such changes, if necessary.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Temporary support services are essential to the Public Library's operation. The most recent temporary support contracts, with AppleOne and Top Tempo, expired on July 11, 2015. To avoid an interruption of services, the Public Library utilized existing temporary staff contracts through the Board of Supervisors Executive Office on an interim basis pending this contract award. Approval of the recommended actions will provide the Public Library with the ability and flexibility to maintain operations with minimal disruption to library customers when staffing levels are affected by peak load, temporary absence, or emergency other than a labor dispute. The recommended contracts will become effective upon your Board's approval.

#### **Implementation of Strategic Plan Goals**

Approval of the recommended action is consistent with the County's Strategic Plan Goals in the area of Operational Effectiveness/Fiscal Sustainability (Goal 1).

#### **FISCAL IMPACT/FINANCING**

The Public Library is requesting approval for a combined maximum annual amount not to exceed \$400,000 under these contracts. The cost for these contracts will be paid from existing funds included in the Public Library's operating budget. The contract documents provide that the County guarantees no minimum service or expenditure to the contractors.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The County is authorized under Government Code section 31000.4 to obtain temporary help to assist the County during any peak load, temporary absence, or emergency other than a labor dispute. Use of temporary help under this Government Code Section is limited to a period not to exceed ninety (90) days or 720 hours for any single peak load, temporary absence or emergency situation.

Under the provisions of Section 2.121.250 through Section 2.121.420 of the Los Angeles County Code, proposals were solicited for temporary support personnel services for the Public Library. All requirements of the Government Code section 31000.4 for contracting of temporary services have been met, and there is no conflict of interest. The solicitation permitted the award of more than one contract, and the Public Library has determined that the award of two contracts will provide more flexibility in maintaining operations. It has been the Public Library's practice for a number of years to have two contracts, used alternately, available to meet the need for temporary support personnel services, and the award of these contracts is consistent with that practice.

The contracts contain a provision which requires the contractors to give first consideration for any employment openings to qualified permanent County employees who are targeted for layoffs or on the County's re-employment list during the life of the contracts. The recommended contractors also agree to comply with the Jury Service Program and the Safely Surrendered Baby Law.

On final analysis and consideration of the awards, the recommended contractors were selected without regard to gender, race, color, creed, or national origin.

Advanced copies of the RFP and the proposed Contracts were provided to SEIU Local 721.

County Counsel has reviewed and approved the proposed contracts (Attachment C) as to form.

### **ENVIRONMENTAL DOCUMENTATION**

The recommended actions are not subject to the California Environmental Quality Act (CEQA) because they do not constitute a project pursuant to California Code of Regulations section 15378.

### **CONTRACTING PROCESS**

On June 17, 2015, proposals were solicited from the vendors listed on Attachment A through the Internal Services Department's purchasing website, as well as from vendors listed in the County Office of Affirmative Action Compliance's Community Business Enterprise (CBE) database, also on Attachment A.

On July 9, 2015, the Public Library received a total of four proposals. One proposal was disqualified for being non-responsive, and three proposals were evaluated in July 2015, utilizing an informed averaging scoring methodology. Each proposal was rated on the following criteria: proposer's qualifications; proposer's approach to providing required services; proposer's quality control plan; and cost. All related evaluation materials and scoring documents were retained. The Public Library also reviewed available resources to assess the recommended contractors' past performance.

The Public Library determined, through the RFP process, that these services can be performed by Howroyd-Wright Employment Agency, Inc. (dba AppleOne Employment Services) and Future Personnel Agency, Inc. (dba Top Tempo). These recommended contractors were ranked the highest overall and were determined to have the most responsive and responsible proposals. The recommended contractors' CBE Information Summaries are included as Attachment B. The Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended contracts as these contracts are for non-Proposition A services.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of these contracts will assure continuation of temporary support personnel services for the Public Library with minimal disruption to library customers.

### **CONCLUSION**

Please return an adopted copy of this Board Letter and attachments to the Public Library. In addition, please return to the Public Library two fully conformed copies of the contracts with original signatures.

The Honorable Board of Supervisors  
10/6/2015  
Page 4

If there are any questions or there is a need for additional information, please contact me at (562) 940-8412.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Yolanda De Ramus". The signature is fluid and cursive, with the first name being the most prominent.

YOLANDA DE RAMUS  
County Librarian

YDR:AT:EM:gg

Enclosures

c: Chief Executive Office  
County Counsel  
Executive Office, Board of Supervisors  
Auditor-Controller

**AWARD OF TEMPORARY SUPPORT PERSONNEL SERVICES  
CONTRACTS FOR PUBLIC LIBRARY**

**ATTACHMENT A**

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
16608101	2 THE 9'S CONSULTING SERVICES 3831 LAS FLORES CANYON ROAD, MALIBU, CA, 90265	(310) 383-0763	
14168001	22ND CENTURY TECHNOLOGIES, INC 2 EXECUTIVE DRIVE, SUITE 230, SOMERSET, NJ, 08873	(732) 507-7964	
15099001	3CORE SYSTEMS INC 1920 S HIGHLAND AVE STE 225, LOMBARD, IL, 60148	(630) 605-1240	
14573901	A THOUSAND JOYS 1313 W 8TH STREET STE 214, LOS ANGELES, CA, 90017	(213) 718-1264	
11405001	A.S.K. DATA SYSTEMS, INC PO BOX 7661, MANCHESTER, MO, 63011-1066	(636) 225-7211	
15648401	ABACUS MANAGEMENT SERVICES, LLC 11166 FAIRFAX BLVD, SUITE # 402, FAIRFAX, VA, 22030	(703) 468-0153 Ext:221	
14509901	ABBOTT STAFFING COMPANIES 595 E. COLORADO BLVD., STE. 418, PASADENA, CA, 91101	(626) 395-0800	
13231301	ACCESS NURSES, INC. 5935 CORNERSTONE COURT WEST, 3RD FLOOR, SAN DIEGO, CA, 92121	(619) 525-0357	
12411101	ACCOUNT MANAGEMENT ASSOCIATES AMPRO STAFFING AMPRO STAFFING, 41 E. FOOTHILL BLVD., STE. 106, ARCADIA, CA, 91006-2361	(626) 445-2098	
17433901	ACCOUNTING PRINCIPALS 445 S. FIGUEROA ST., SUITE 2220, LOS ANGELES, CA, 90071	(213) 270-2999	
10969201	ACRO SERVICE CORPORATION 40 N. ALTADENA DR., PASADENA, CA, 91107-3345	(626) 577-9605 Ext:419	
11324401	ACS CONSULTANT COMPANY INC 5225 AUTO CLUB DRIVE, DEARBORN, MI, 48126	(623) 792-8994	

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
05038801	ACT 1 PERSONNEL STAFFING 16371 BEACH BLVD., STE. 237, HUNTINGTON BEACH, CA, 92647-4160	(310) 750-3457	
05038802	ACT 1 PERSONNEL STAFFING 1989 W. 190TH ST., TORRANCE, CA, 90504-6202	(310) 750-3400	
05038804	ACT 1 PERSONNEL STAFFING DBA DSSI, 9638 TOPANGA CYN PL., STE B, CHATSWORTH, CA, 91311	(818) 709-5885 Ext:111	
10637801	ADMIN BUS SERVICES INC 711 E. BALL RD SUITE 201, ANAHEIM, CA, 92805	(714) 774-8200	
15573101	ADVANCE MED, LLC 715 DISCOVERY BLVD, STE 304, CEDAR PARK, TX, 78613-2289	(512) 260-9065 Ext:415	
11305901	AEROTEK 9300 FLAIR DRIVE SUITE 300, EL MONTE, CA, 91731	(626) 537-2010	
11305902	AEROTEK 990 WEST 190TH ST., TORRANCE, CA, 90502	(310) 800-9044	
14141901	AFFALOS INC EXPRESS EMPLOYMENT PROFESSIONAL, 3961 SEPULVEDA BLVD STE 206, CULVER CITY, CA, 90230	(310) 482-3777	
10642501	AFRA CONSULTING & SERVICES INC 12817 PANAMA ST., LOS ANGELES, CA, 90086-6631	(310) 577-2372	
17562001	AGILE GLOBAL SOLUTIONS INC 13405 FOLSOM BLVD, STE 507, FOLSOM, CA, 95630	(916) 588-2527	
14124701	AHR PHARMACY SOLUTIONS 20532 EL TORO RD, SUITE 302, MISSION VIEJO, CA, 92692	(800) 873-3811 Ext:105	
12878601	AJILON PROFESSIONAL STAFFING AJILON LEGAL, 10940 WILSHIRE BLVD SUITE 850, LOS ANGELES, CA, 90024	(310) 443-8660	

Sub-Class #	Description	Vendor ID	Company Name	Phone	LSBE Certified
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT	17088901	ALAMOW CONSULTING INC. 7880 MIRAMAR ROAD, BUILDING B, SUITE 202, SAN DIEGO, CA, 92126	(858) 225-6038	
		17198601	ALBERT R. RENTERIA CORPORATION (THE ARRC) 11 S D STREET, THEARRC.COM, PERRIS, CA, 92570	(760) 468-1315	
		16525901	ALCOR SOLUTIONS INC 14241 EAST FIRESTONE BLVD, STE 400, LA MIRADA, CA, 94568	(408) 383-6340	View
		13464801	ALEX MORAN AA COMPUTERS, PO BOX 13271, TORRANCE, CA, 90503	(310) 781-0739	
		13038601	ALICIA M. JACOBS 6824 LA TIERRA BOULEVARD #120, LOS ANGELES, CA, 90045	(310) 645-6996	
		13646601	ALL'S WELL HEALTHCARE SERVICES 18371 BEACH BLVD #411, HUNTINGTON BEACH, CA, 92647	(714) 596-2802	
		17083601	ALLAN J KRETZMAR 325 NO. MAPLE DRIVE, # 1627, BEVERLY HILLS, CA, 90213-4728	(310) 359-0395	
		14165901	ALLIANCE PERFUSION LLC 1987 SCENIC RIDGE DR, CHINO HILLS, CA, 91709	(714) 847-2820	
		12494901	ALLIANCE RESOURCE CONSULTING 1 WORLD TRADE CTR., STE. 420, LONG BEACH, CA, 90831-0420	(562) 901-0769 EXT.330	
		12494902	ALLIANCE RESOURCE CONSULTING 400 OCEANGATE SUITE 510, LONG BEACH, CA, 90802	(562) 901-0769	
		12251201	ALMA PALACIOS 833 N HAZARD AVE., LOS ANGELES, CA, 90063-3341	(323) 359-4484	
		16776401	AMERICAN CAREGIVERS-TRAINING MANAGEMENT AND CONSULTING 5227 S. HOLT, LOS ANGELES, CA, 90056	(310) 266-6402	

Sub-Class #	Description	Vendor ID	Company Name	Phone	LSBE Certified
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT	10830401	AMERICAN PLANNING ASSOCIATION/CALIFORNIA CHAPTER APACA CONFERENCE, 1333 36TH STREET, SACRAMENTO, CA, 95816	(916) 736-2434	
		10830402	AMERICAN PLANNING ASSOCIATION/CALIFORNIA CHAPTER NORTHERN SECTION, 1333-36TH STREET, SACRAMENTO, CA, 95816	(925) 988-1278	
		12521501	AMERICAN PUBLIC HEALTH ASSOC ALPHA C/O J SPARGO & ASSOCIATES, 11208 WAPLES MILL ROAD SUITE 112, FAIRFAX, VA, 22030	(714) 396-2000	
		12521502	AMERICAN PUBLIC HEALTH ASSOC 1200 G. STREET, NW SUITE 800, WASHINGTON, DC, 20005-3987	(202) 777-2742	
		12521503	AMERICAN PUBLIC HEALTH ASSOC 800 I ST NW, WASHINGTON, DC, 20001	(202) 777-2479	
		15016801	AMERICAN SECURITY FORCE, INC. 5400 E OLYMPIC BLVD SUITE 225, COMMERCE, CA, 90022-5154	(323) 722-8885	
		13651901	AMERICAN UNIVERSITY OF HEALTH SCIENCES SCIENCES, 3501 ATLANTIC AVENUE, LONG BEACH, CA, 90807	(562) 988-2278 EXT.13	
		14051001	AMICUS 645 N GARDNER ST., LOS ANGELES, CA, 90036-5712	(323) 653-9140	
		13314801	AMM VENTURES INC PROMED HEALTHCARE STAFFIN, 665 SAN RODOLFO DRIVE, STE. 124-117, SOLANA BEACH, CA, 92075	(858) 481-7880	
		10708801	AMS CONSULTING 5359 SAN VICENTE BLVD., APT. 99, LOS ANGELES, CA, 90019-2736	(323) 954-9088	
		15205401	ANA-DATA CONSULTING INC 1 EXCHANGE PLACE STE 300, JERSEY CITY, NJ, 07302	(321) 773-8858	
		13903001	ANCESTRAL ACQUISITIONS 2805 BRIGHTON AVENUE, LOS ANGELES, CA, 90018	(323) 308-8161	

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
11423401	ANDERSON ASSOCIATES STAFFING 6510 SAN VICENTE BLVD., STE. 400., LOS ANGELES, CA. 90048-5427	(323) 930-3170 Ext:13	
17268601	ANDREA L DOOLEY 5111 TELEGRAPH AVENUE, #273, OAKLAND, CA. 94609	(510) 719-3088	
17051301	ANDROMACH CORPORATION 7825 RESEDA BLVD, SUITE 105, RESEDA, CA. 91335-7401	(818) 331-8878	View
15632501	ANN VANINO PO BOX 1372., LITTLEROCK, CA. 93543	(661) 992-8130	
14933201	ANNE SANDBERG PREDICT SUCCESS, 8938 S SEPULVEDA BLVD SUITE 110-705, LOS ANGELES, CA. 90293	(310) 306-0980	
10723201	ANNETTE WILLIAMS 1200 S. HOLT AVE., LOS ANGELES, CA. 90035-2452	(310) 845-4995	
11173101	ANOTHER PAIR OF HANDS, INC. 3250 WILSHIRE BLVD., STE. 1500., LOS ANGELES, CA. 90010-1608	(213) 387-5534	
17126701	ANRE TECHNOLOGIES INC 3115 FOOTHILL BLVD, SUITE M202, LA CRESCENTA, CA. 91214	(818) 627-5433	
11233101	AON CONSULTING 707 WILSHIRE BLVD., STE. 5700., LOS ANGELES, CA. 90017-3543	(213) 630-2900	
11233102	AON CONSULTING PO BOX 95135., CHICAGO, IL. 60694-5135	(213) 630-2901	
12023801	AON CONSULTING 3000 TOWN CTR., STE. 2900., SOUTHFIELD, MI. 48075-1214	(248) 936-5416	
12023802	AON CONSULTING AON CONSULTING INC (NJ), PO BOX 95135, CHICAGO, IL, 60694-5135	(631) 291-7061	

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
12023803	AON CONSULTING 707 WILSHIRE BLVD., LOS ANGELES, CA. 90017	(213) 996-1515	
16083601	APEX PERFORMANCE STRATEGIES 215 SOUTH HIGHWAY 101, SUITE 209, SOLANA BEACH, CA. 92075	(949) 433-7836	
14030401	APLAN INC. 7 CORPORATE PARK, SUITE 250, IRVINE, CA. 92606	(949) 720-9698	
14306301	APN SOFTWARE SERVICES INC. 3989 BALENTINE DRIVE, SUITE 385., NEWARK, CA. 94538	(510) 623-5042	
16905701	APOLLO PROFESSIONAL SOLUTIONS, INC. 4010 WATSON PLAZA DR, SUITE 138, LAKEWOOD, CA. 90712	(562) 740-1992	
51438801	APR CONSULTING INC 22632 GOLDEN SPRINGS DRIVE, SUITE 380, DIAMOND BAR, CA. 91765	(714) 544-3696	
15815601	APRIL N COLLINS P. O. BOX 286., BARKSDALE AFB, LA. 71110	(888) 679-2250 Ext:212	
17410201	ARAGON LLC 8350 ARCHIBALD AVE., STE 205., RANCHO CUCAMONGA, CA. 91730	(909) 235-9428	
15584301	ARISE HOME CARE CORP 1420 N CLAREMONT BLVD, UNIT. CLAREMONT, CA. 91711-3578	(909) 625-2502	
17569101	ARRINGTON MANAGEMENT SERVICES, INC. 3900 FORD ROAD, SUITE A, PHILADELPHIA, PA. 19131	(267) 535-2828	
12355601	ASAP STAFFING INC 11 GOLDEN SHORE, STE. 360., LONG BEACH, CA. 90802-4280	(562) 499-2120 Ext:294	
17527201	ASERETH INC 227 S. FAIR OAKS AVE, SUITE 200., PASADENA, CA. 91105	(626) 449-0099	View

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
17222801	ASK IT CONSULTING INC. 53 PEACHTREE ST., SUITE 100, HOLTSVILLE, NY, 11742-2534	(631) 649-1313 Ext:407	
14628901	ASPARIAN, LLC 4790 IRVINE BOULEVARD, SUITE 105-137A, IRVINE, CA, 92630	(949) 307-5501	
10735601	ASSIGNMENT READY, INC. 8190 CORPORATE PARK DR., STE. 300, CINCINNATI, OH, 45242-3308	(686) 248-0025 Ext:1146	
10735602	ASSIGNMENT READY, INC. FILE #54318, LOS ANGELES, CA, 90074-4318	(800) 998-3411 Ext:3154	
10735603	ASSIGNMENT READY, INC. 26651 AGOURA RD., CALABASAS, CA, 91302-1959	(618) 878-7900	
10735604	ASSIGNMENT READY, INC. 1515 W. 190TH ST., STE. 417, GARDENA, CA, 90248-4902	(818) 878-7900	
50107701	ASSISTANCE LEAGUE OF SOUTHERN CALIFORNIA VOLUNTEER CENTER OF L.A., 1370 N ST ANDREWS PL, LOS ANGELES, CA, 90028-8592	(818) 908-5066	
50107702	ASSISTANCE LEAGUE OF SOUTHERN CALIFORNIA SOUTHERN CALIFORNIA-YCLA, 1370 N SAINT ANDREWS PLACE, HOLLYWOOD, CA, 90028-8592	(323) 469-5883	
50107703	ASSISTANCE LEAGUE OF SOUTHERN CALIFORNIA 1360 N. ST ANDREWS PL., FAMILY SERVICE AGENCY, LOS ANGELES, CA, 90028-8529	(323) 469-5883 Ext:740	
15474701	AUDIA WELLS 4011 HUBERT AVE., LOS ANGELES, CA, 90008	(805) 320-7689	
15167401	AVAIL GROUP, INC 220 NEWPORT CENTER DRIVE STE 11635, NEWPORT BEACH, CA, 92660	(949) 230-4795	
15302601	AVEN GROUP, INC./AVEN CARE PROVIDERS 14044 VENTURA BOULEVARD, SUITE 303, SHERMAN OAKS, CA, 91423-5248	(818) 465-0200	<a href="#">View</a>

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
13095201	B. E. SMITH 9777 RIDGE DRIVE, SUITE 300, LENEXA, KS, 66219	(800) 397-1957	
11196101	BACK OFFICE SUPPORT SERVICE 5757 W. CENTURY BLVD., LOS ANGELES, CA, 90045-6401	(323) 934-3655	
16507501	BAHAMA CONSULTING 8950 ALMQUIST WAY., INVERGROVE HEIGHTS, MN, 55077	(651) 994-7900 Ext:237	
15905101	BAHIGA A. EL-HAGGAR 405 GRANT STREET #105, DOUGLAS, WY, 82633	(307) 359-3091	
10368901	BAYARD BAYARD ADVERTISING, 4929 WILSHIRE BLVD., SUITE 770, LOS ANGELES, CA, 90010	(323) 930-9300 Ext:25	
14331001	BAYSIDE RECRUITING LLC 27102 WINGED ELM DRIVE., WESLEY CHAPEL, FL, 33544	(813) 777-7400	
16059401	BE MOORE INNOVATIVE PRIDESTAFF, 11447 JEFFERSON BLVD., CULVER CITY, CA, 90230	(310) 398-7900	
11194201	BEACON MANAGEMENT GROUP 711 E. WALNUT ST., SUITE 103., PASADENA, CA, 91101	(626) 792-3492	
12147301	BECTON HEALTHCARE RESOURCES 200 WEBSTER ST., STE. 130., OAKLAND, CA, 94607-4108	(510) 273-0240	
14816701	BEECHER/JACKSON, INC 8024 BEDFORD AVE., LOS ANGELES, CA, 90056-1422	(310) 560-5548	
06976601	BEHAVIORAL HEALTH CONCEPTS INCEVALUATION CONCEPTS EVALUATION CONCEPTS, 2716 FORUM BLVD., STE. 4, COLUMBIA, MO, 65203-5450	(573) 446-0405	
11315101	BENJAMIN OKOLO 3509 W. 113TH ST., INGLEWOOD, CA, 90303-2204	(310) 419-2268	

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
11305601	BENNETT-STREB & ASSOC. 750 E. GREEN ST., STE. 305, PASADENA, CA, 91101-2134	(626) 793-1897 Ext:201	
10358301	BERNARD HODES GROUP 340 MAIN ST., VENICE, CA, 90291-2524	(310) 575-4000	
13141301	BODLE CONSULTING GROUP INC 193 BLUE RAVINE ROAD, SUITE 270, FOLSOM, CA, 95630	(916) 294-4250	
13920101	BLUEJIREH INCORPORATED 2846-H REGAL CIRCLE, HOOVER, AL, 35216	(205) 230-1620	
14738401	BODEN, INC. ONE EXECUTIVE DRIVE SUITE 280, SOMERSET, NJ, 08873	(888) 247-6070 Ext:489	
13018801	BOTTOM LINE CONSULTING INC 10940 WILSHIRE BLVD., SUITE 1600, LOS ANGELES, CA, 90024	(310) 443-4137	
14944601	BPM ADVISORS, LLC 3420 BUENA VISTA AVE., GLENDALE, CA, 91208	(618) 720-7331	
14632801	BRICK ELM LLC 1015 N. LAKE AVE., SUITE 111, PASADENA, CA, 91104	(656) 766-7315 Ext:501	
14280101	BROADWAY SOLUTIONS 6865 E. WASHINGTON BLVD., MONTEBELLO, CA, 90640	(323) 727-1105 Ext:226	
17055701	BRUCE WHEATLEY 681 SHATTO PLACE, SUITE 306, LOS ANGELES, CA, 90005	(323) 364-3658	
12004901	BUILD REHABILITATION IND. 1323 TRUMAN ST., SAN FERNANDO, CA, 91340-3221	(818) 898-0020	
15007601	BURLESON CONSULTING, INC. 950 GLENN DRIVE, SUITE 135, FOLSOM, CA, 95630	(916) 984-4651 Ext:12	

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
15284701	BUSINESS ADVANTAGE CONSULTING 101 PARKSHORE DRIVE STE 100, FOLSOM, CA, 95630	(916) 932-7181	
13210401	BUSINESS RESOURCE GROUP 13545 HAWTHORNE BLVD #200, HAWTHORNE, CA, 90250	(310) 644-2500 Ext:206	
10105301	C. AUSTIN 238 VENUS ST., THOUSAND OAKS, CA, 91360-2957	(805) 493-0187	
16373401	C.O.R.E. - COMMUNITY OUTREACH RESTRUCTURING & EMPOWERING, IN 3555 ATLANTIC AVE., #1350, LONG BEACH, CA, 90807	(562) 544-2436	
17574301	C2S TECHNOLOGIES, INC. 1837 156TH AVE NE, SUITE# A-303, BELLEVUE, WA, 98007	(425) 256-2250	
96219801	CABRERA CONSULTING SERVICE PO BOX 255073, SACRAMENTO, CA, 95665-5073	(916) 691-3203	
14312201	CAK INTERNATIONAL, LLC 17989 HARVARD AVENUE, SUITE C549, IRVINE, CA, 92614	(949) 922-7770	
11523201	CALIBER ASSOCIATES 10530 ROSEHAVEN ST., STE. 400, FAIRFAX, VA, 22030-2840	(321) 784-0307	
17019301	CALIFORNIA CODING SPECIALISTS, LLC 599 SOUTH BARRANCA AVENUE, SUITE 573, COVINA, CA, 91723	(626) 806-7855	
14389301	CALIFORNIA CREATIVE CONSULTINGCONSULT /C3G CONSULT /C3G, 15925 CARMENTIA ROAD, CERRITOS, CA, 90703-2208	(949) 282-7664	
14389302	CALIFORNIA CREATIVE CONSULTINGCONSULT /C3G C3G, DEPT 8500, LOS ANGELES, CA, 90084-8500	(323) 472-6490	
14389303	CALIFORNIA CREATIVE CONSULTINGCONSULT /C3G 1055 WILSHIRE BLVD, #1501, LOS ANGELES, CA, 90017	(606) 359-1311	

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
15412601	CALIFORNIA MANUFACTURING TECHNOLOGY CONSULT. 690 KNOX AVE., TORRANCE, CA, 90502	(310) 263-3060 Ext:3001	
15567601	CALIFORNIA TEMP SERVICES, INC 9003 RESEDA BLVD, SUITE 100, NORTHBRIDGE, CA, 91324	(818) 993-9660	
52481601	CALIFORNIA WORKFORCE ASS'N. 1107 9TH STREET, SUITE 801, SACRAMENTO, CA, 95814	(916) 325-1610	
13872101	CANDICE GOTTLIEB 11684 VENTURA BLVD., STE 239, STUDIO CITY, CA, 91604	(818) 400-5670	
10411901	CANOPY RESOURCE SOLUTIONS, INC 28741 PORTOLA PKWY., STE. 1E # 412., FOOTHILL RANCH, CA, 92610-1763	(949) 951-1050 Ext:2	
12020801	CARDINAL HEALTH 184 TECHNOLOGY DR., STE. 100., IRVINE, CA, 92618-2457	(949) 453-8430	
15592101	CAREER STRATEGIES INC 3435 WILSHIRE BLVD., SUITE 1700, LOS ANGELES, CA, 90010	(213) 385-0440 Ext:216	
12209301	CAREERBUILDER GOVERNMENT SOLUTIONS LLC, 200 N. LASALLE STREET SUITE 1100, CHICAGO, IL, 60601	(310) 498-4800	
13365001	CARLOS STRATTMAN 827 S. CALIFORNIA STREET., SAN GABRIEL, CA, 91776	(800) 870-8589 Ext:103	
14993901	CASCADE HEALTHCARE SERVICES 101 NICKERSON ST SUITE 200., SEATTLE, WA, 98109-1620	(877) 689-0100	
16941201	CASH AND ASSOCIATES, LLC 2901 MANHATTAN BEACH BLVD., SUITIE A, GARDENA, CA, 90249-4636	(310) 998-3207	
12820201	CATHYCON ENTERPRISES, INC 2120 MAIN ST., STE. 260., HUNTINGTON BEACH, CA, 92648-6419	(714) 960-2800	

<<PREV PAGE Go to Page: 11 NEXT PAGE>>

Page 11 of 81

[Back to Last Window](#)

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
11887101	CRIZ ACCOUNTING, TAX AND 2301 DUPONT DR., STE. 200., IRVINE, CA, 92612-7503	(949) 474-2020 Ext:244	
15365401	CBS PERSONNELSTAFFMARK 350 S. GRAND AVE. SUITE 1610., LOS ANGELES, CA, 90071	(213) 667-9300	
15365402	CBS PERSONNELSTAFFMARK CBS PERSONNEL SERVICES LLC, 435 ELM STREET STE 300, CINCINNATI, OH, 45202	(513) 852-4844	
10686201	CEDAR ENTERPRISE SOLUTIONS 400 CONTINENTAL BLVD., 6TH FLOOR, EL SEGUNDO, CA, 90245-5076	(818) 879-1771	
50881001	CENVEO CORPORATION 13341 CAMBRIDGE ST., SANTA FE SPRINGS, CA, 90670-4950	(562) 407-2228 Ext:2228	
50881002	CENVEO CORPORATION 4115 PROFIT COURT., NEW ALBANY, IN, 47150	(812) 961-4916	
50881003	CENVEO CORPORATION ENVELOPE PRODUCT GROUP, PO BOX 403071, ATLANTA, GA, 30384-3071	(800) 551-3368	
50881004	CENVEO CORPORATION CENVEO COMMERCIAL ENVELOPE PRODUCTS, 705 NORTH BALDWIN PARK BLVD, CITY OF INDUSTRY, CA, 91746-1594	(626) 271-9229	
50881005	CENVEO CORPORATION CENVEO CORPORATION COMMERCIAL ENVELOPE, 201 BROAD STREET, STAMFORD, CT, 06901	(812) 981-4921	
50713201	CGI TECHNOLOGIES & SOLUTIONS 707 WILSHIRE BLVD, SUITE 4325., LOS ANGELES, CA, 90017	(213) 977-4266	
50713202	CGI TECHNOLOGIES & SOLUTIONS 333 S. HOPE ST., LOS ANGELES, CA, 90071-1406	(213) 613-5402	
50713203	CGI TECHNOLOGIES & SOLUTIONS 4050 LEGATO ROAD., FAIRFAX, VA, 22033	(703) 633-0198	

<<PREV PAGE Go to Page: 12 NEXT PAGE>>

Page 12 of 81

[Back to Last Window](#)

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
50713204	CGI TECHNOLOGIES & SOLUTIONS 350 S. GRAND AVE., STE. 2350, LOS ANGELES, CA. 90071-3433	(000) 000-0000	
50713205	CGI TECHNOLOGIES & SOLUTIONS P.O. BOX 932981, ATLANTA, GA. 31193	(916) 283-2088	
50713206	CGI TECHNOLOGIES & SOLUTIONS 4000 LEGATO RD., 3RD FLOOR, FAIRFAX, VA. 22033-2892	(703) 633-0196	
50713207	CGI TECHNOLOGIES & SOLUTIONS 100 GREAT OAKS BLVD., SUITE 120, ALBANY, NY. 12203	(518) 218-7709	
50713208	CGI TECHNOLOGIES & SOLUTIONS 11325 RANDOM HILLS ROAD., FAIRFAX, VA. 22030	(703) 267-8312	
16873701	CGR MANAGEMENT CONSULTANTS LLC 1901 AVENUE OF THE STARS, SUITE 1900, LOS ANGELES, CA. 90067	(310) 922-6720	
14666901	CHANTEL R BRANNON 36536 W. SANTA MARIA STREET., MARICOPA, AZ. 85238	(620) 280-7272	
17369801	CHAPLIE CONSULTING B2B 2039 N LAS PALMAS AVE, APT 110, LOS ANGELES, CA. 90068-4104	(424) 253-4820	
12125901	CHARMAINE JEFFERSON 2003 S. VICTORIA AVENUE., LOS ANGELES, CA. 90016-1813	(323) 731-9920	
11256801	CHERRYROAD TECHNOLOGIES 2355 MAIN ST., SITE. 130., IRVINE, CA. 92614-4290	(949) 852-9583 Ext.112	
11368001	CHEVYL MAHAFFEY 7822 VERAGUA DR., PLAYA DEL REY, CA. 90283-7980	(310) 306-2939	
14163801	CHG HEALTHCARE SERVICES 6440 MILLROCK DR., SALT LAKE CITY, UT. 84121	(801) 930-3665	

<<PREV PAGE Go to Page: 13 ▾ NEXT PAGE>>

Page 13 of 81

Back to Last Window

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
11237201	CHICAGO SYSTEMS GROUP, INC 180 N. STEINSON AVE., STE. 2200, CHICAGO, IL. 60601-6790	(312) 423-2760	
16693101	CHILD WELFARE INITIATIVE 5757 WILSHIRE BLVD, SUITE 448, LOS ANGELES, CA. 90036	(323) 549-3421	
06273701	CHRISTOPHER W COFER 59 S. MERIDITH AVE., APT. 4., PASADENA, CA. 91106-2815	(626) 578-1563	
11028701	CHUCK BRAY 301 ATLANTIC AVE., LONG BEACH, CA. 90802-2526	(310) 673-7878	
11942801	CHUFFED ENTERPRISES 14007 MORRISON ST., SHERMAN OAKS, CA. 91423-1940	(818) 763-1824	
15001301	CIBER INC 650 CALIFORNIA ST 5TH FLOOR, SAN FRANCISCO, CA. 94108-2702	(415) 875-1890	
13330001	CLAYTON J STOTT 1469 RAMONA DRIVE., CAMARILLO, CA. 93010	(805) 732-4931	
12678601	CLEAR VISION II 3723 WESTSIDE AVE., LOS ANGELES, CA. 90018-4142	(323) 327-1531	
10562901	CLINTON T CROSSBY 9505 ARKANSAS ST., BELLFLOWER, CA. 90706-5715	(562) 252-9904	
17190401	COAST-TO-COAST CAREER FAIRS 8950 WEST DESERT INN, SUITE 102-55, LAS VEGAS, NV. 89117	(508) 981-6995	
14512801	COLEY AND ASSOCIATES 140 HEIMER ROAD., SAN ANTONIO TX, TX. 78232	(210) 402-6766	
16444101	COMMUNITY & VETERAN REINTEGRATION SERVICES 5440 CRENSHAW BLVD, SUITE 36, LOS ANGELES, CA. 90043	(626) 696-2287	

<<PREV PAGE Go to Page: 14 ▾ NEXT PAGE>>

Page 14 of 81

Back to Last Window

Sub-Class #	Description		
918-95	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
51044401	COMMUNITY CENTERS, INC. 7516 S. VERMONT AVE., LOS ANGELES, CA, 90044	(323) 752-2115 EXT:241	
14140401	COMMUNITY OUTREACH AND OPPORTUNITY PROGRAMS, 8929 S SEPULVEDA BLVD STE 400, LOS ANGELES, CA, 90045	(310) 649-1016	
15991501	COMMUNITY RESTORATION SERVICES, INC. 1811 1/2 78TH PLACE, LOS ANGELES, CA, 90047	(949) 903-2776	
16608301	COMPLIANCE SOLUTIONS CONSULTING LLC 250 W. STOCKER ST # 206, GLENDALE, CA, 91202	(818) 482-9370	
11088801	CONCERNED CITIZENS OF SOUTH CENTRAL LOS ANGELES 4707 S. CENTRAL AVE., LOS ANGELES, CA, 90011	(323) 846-2500	
14961101	CONDE GROUP, INC. 1669 GARNET AVENUE SUITE 415, SAN DIEGO, CA, 92109	(800) 838-0919 EXT:107	
11811801	CONSTELLATION CONSULTING GROUP 11342 MAPLE ST., WHITTIER, CA, 90601-2616	(562) 695-9377	
11297601	CONSULTING DIRECT, INC. 11301 W. OLYMPIC BLVD, # 410, LOS ANGELES, CA, 90064-1653	(310) 445-9811 EXT:239	
51491501	COOPERATIVE PERSONNEL SERVICES 241 LATHROP WAY., SACRAMENTO, CA, 95815	(916) 263-3600	
51491502	COOPERATIVE PERSONNEL SERVICES 241 LATHROP WAY., SACRAMENTO, CA, 95815-4242	(916) 263-1401	
51491503	COOPERATIVE PERSONNEL SERVICES DEPT #34327, PO BOX 39000, SAN FRANCISCO, CA, 94139	(916) 263-1800	
51883601	COPLEY PRESS INC DAILY BREEZE, 8215 TORRANCE BLVD., TORRANCE, CA, 90503	(310) 540-5411 EXT:321	

<<PREV PAGE Go to Page: 15

15

NEXT PAGE>>

Page 15 of 81

Back to Label Window

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
51883602	COPLEY PRESS INC SAN DIEGO UNION TRIBUNE PUB CO, 350 CAMINO DE LA REINA, SAN DIEGO, CA, 92108	(619) 299-3131	
51883603	COPLEY PRESS, INC DAILY BREEZE, PO BOX, 512290, LOS ANGELES, CA, 90051-0290	(310) 540-4141	
51883604	COPLEY PRESS INC DAILY BREEZE, PO BOX 6152, COVINA, CA, 91722-5152	(310) 540-5411	
16749701	CORDEA CONSULTING, LLC 1050 E 2ND STREET #123, EDMOND, OK, 73034	(509) 248-1867	
15285101	CORE HEALTH TECHNOLOGIES 8020 ARCO CORPORATE DRIVE STE 106, RALEIGH, NC, 27517	(919) 237-3069	
02472302	CORESTAFF SERVICES PO BOX 2214, BREAA, CA, 92822-2214	(000) 000-0000	
02472303	CORESTAFF SERVICES DEPT #6051 REGION 1, EL MONTE, CA, 91735-6051	(000) 000-0000	
02472304	CORESTAFF SERVICES 16133 VENTURA BLVD., STE. 880, ENCINO, CA, 91436-2438	(818) 906-0810	
11654701	CORESTAFF SERVICES 2 NORTH LAKE AVENUE, SUITE 900, PASADENA, CA, 91101	(626) 449-7551	
10009601	COTELLI GENT 100 THEORY, STE. 200, IRVINE, CA, 92617-3057	(949) 823-1674	
05923301	COVENANT INDUSTRIES INC. 3459 S. NOGALES ST., STE. 135, WEST COVINA, CA, 91792-5102	(626) 581-8880	
15838601	COVINGTON & ASSOCIATES, LLC 13 CRESTA VERDE DR., ROLLING HILLS ESTATES, CA, 90274	(310) 750-6674	View

<<PREV PAGE Go to Page: 16

16

NEXT PAGE>>

Page 16 of 81

Back to Last Window

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
14488201	CPEHR INC 9200 SUNSET BLVD, SUITE 1100, WEST HOLLYWOOD, CA, 90069	(310) 385-1067	
14668701	CRC INC 531 MAIN ST SUITE 1132, EL SEGUNDO, CA, 90245	(310) 329-7144	
17415201	CREATIVE & CONNECTED, L.A. 4545 E. CESAR CHAVEZ BLVD, STE 2 G, LOS ANGELES, CA, 90022	(323) 685-2331	
12444601	CREATIVE ANSWERS, INC. 5777 WEST CENTURY BOULEVARD, SUITE 910, LOS ANGELES, CA, 90045	(323) 481-3584	
10358401	CREATIVE RECRUITMENT SOLUTIONS 4080 MCGINNIS FERRY RD., STE. 202., ALPHARETTA, GA, 30005-1736	(770) 475-8480	
14668201	CROSBY & ASSOCIATES, LLC 9509 ARKANSAS STREET., BELLFLOWER, CA, 90706	(562) 252-9504	
14875701	CTS EMPLOYMENT SERVICES INC 8447 WILSHIRE BLVD STE 210., BEVERLY HILLS, CA, 90211	(323) 655-1009	
12186501	CWH RESEARCH INC 9360 TEDDY LANE STE 203., LONE TREE, CO, 80124	(303) 617-3433	
10490301	CYBERLINK TECHNOLOGIES, INC. 6700 FALLBROOK AVE., STE. 128., WEST HILLS, CA, 91307-3553	(818) 340-9686	
13331701	CYNOSURE MANAGEMENT SOLUTIONS 3460 WILSHIRE BLVD, SUITE 1126., LOS ANGELES, CA, 90010-2231	(213) 380-9812	
14308901	D.W. MCCALL & DAUGHTERS, INC. DANA GUARDIAN ANGEL & ASSOC., 39045 FOXHOLM DRIVE, PALMDALE, CA, 93551	(661) 947-7131	
15661701	DANIEL R FERGUSON P.O. BOX 452163., LOS ANGELES, CA, 90045	(323) 864-6618	

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
12466801	DARNELL TECHNICAL SERVICES INC 1912 N. BROADWAY, STE. 106., SANTA ANA, CA, 92706-2621	(714) 285-0082 EXT.23	
16084001	DAVID TONICK ENTERPRISES INC. DBA: PEOPLE DIRECT 9524 KERRY VILLA RD, SUITE 105Q, SAN DIEGO, CA, 92126	(619) 578-7351	
15575001	DAVINA DOUTHARD, INC. 1601 NORTH SEPULVEDA #527., MANHATTAN BEACH, CA, 90266	(310) 540-5120	
52777801	DEBBIE NEWMAN 16055 VENTURA BLVD., STE. 717., ENCINO, CA, 91436-2610	(818) 385-0550	
16878801	DEL SOL GROUP 115 E. POMONA BL., SUITE B, MONTEREY PARK, CA, 91755	(323) 725-7888	
11074801	DELOITTE CONSULTING LLP 2865 PROSPECT PARK DR., STE. 400., RANCHO CORDOVA, CA, 95670-6065	(916) 288-3100	
12833201	DELORIS BLUE 18918 SUNBURST DR., FONTANA, CA, 92336-1700	(909) 355-3150	
12833202	DELORIS BLUE 850 S. MT. VERNON AVE., COLTON, CA, 92324	(909) 355-3366	
13366301	DESIREE S SADDLER 4676 DON LORENZO DRIVE #E., LOS ANGELES, CA, 90008	(310) 779-4788	
12184501	DEVELOPMENT DIMENSIONS INT'L 3100 BRISTOL ST., COSTA MESA, CA, 92626-3099	(714) 708-4868	
11644701	DEWAYNE JONES 5100 WOODMAN AVE., APT. 20., SHERMAN OAKS, CA, 91423-1307	(818) 986-4417	
16166601	DIVERSANT LLC WARNER CENTER, 6303 OWENSMOUTH AVE, 10TH FLOOR, WOODLAND HILLS, CA, 91367	(818) 449-0898	

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
13796401	DIVERSE CAREERS PO BOX 3024, CORONA, CA, 92878	(951) 479-1350	
12569101	DIVERSIFIED RISK MANAGEMENT INC 8137 3RD ST, FLOOR 2, DOWNEY, CA, 90241	(562) 319-0411	
13873001	DIVINE AMERICA, INC 18000 STUDEBAKER ROAD, SUITE 285, CERRITOS, CA, 90703	(562) 809-0090	
16940201	DIVURGENT, LLC 4445 CORPORATION LANE, VIRGINIA BEACH, VA, 23462	(757) 213-6849	
51426101	DONNOE & ASSOCIATES, INC 4720 DUCKHORN DRIVE, SACRAMENTO, CA, 95834	(916) 486-4317	
51426102	DONNOE & ASSOCIATES, INC 5165 ARCHCREST WAY, SACRAMENTO, CA, 95835	(916) 928-4911	
51426103	DONNOE & ASSOCIATES, INC 4720 DUCKHORN DRIVE, SACRAMENTO, CA, 95834	(916) 928-4911	
14830401	DONTE L GOLDEN 3488 E. ORANGETHORPE AVE., ANAHEIM, CA, 92806	(714) 854-9881	
14007801	DOUGLAS W LARSON PO BOX 8457, REDLANDS, CA, 92375	(909) 835-8060	
16227201	DSS STAFFING, INC. 1800 E. LAMBERT ROAD, STE. 100, BREA, CA, 92821	(714) 482-0499 Ex:238	
11087101	DUFOR LAW GROUP 831 F STREET, SACRAMENTO, CA, 95814	(916) 553-3111	
17207501	DVBE STAFFING, INC. 947 ENTERPRISE DR #C, SACRAMENTO, CA, 95825	(916) 779-1688	

<<PREV PAGE Go to Page: 19 ▾ NEXT PAGE>>

Back to Last Window

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
15058801	DWAHZA M POWELL 22750 CASS AVENUE, WOODLAND HILLS, CA, 91364	(818) 836-7979	
13583801	DYNACOM PROS, INC. 18034 VENTURA BLVD, SUITE 474, ENCINO, CA, 91316	(818) 705-7733	
13538701	DYNAMICS OF BUSINESS INC. P.O. BOX 768, PASADENA, CA, 91102	(626) 796-7043	
12790901	E CONSULTING, INC 8808 HICKORY HOLLOW LN., IRVING, TX, 75063-5043	(972) 373-9592	
12180201	EB JACOBS, LLC 300 S. BURROWES ST., STATE COLLEGE, PA, 16801-4012	(814) 237-5997	
16677201	ECLAT TRANSITIONS LLC 13901 STONEFIELD LANE, CLIFTON, VA, 20124	(571) 221-4095	
16333801	EDWARD PROFESSIONAL ADVISORS LLC 8833 Foothill Blvd Ste 106, RANCHO CUCAMONGA, CA, 91730	(909) 203-1547	
168586001	EFFICIENT MEDICAL SOLUTIONS, LLC 11801 PIERCE STREET, 2ND FLOOR, RIVERSIDE, CA, 92505	(951) 479-3852	
17400601	EGFS CONSULTING INC 13337 SOUTH STREET, UNIT 418, CERRITOS, CA, 90703	(562) 338-2185	
11216801	ELABOR INC. 5153 CAMINO RUIZ, CAMARILLO, CA, 93012-8663	(858) 258-5284	
17228401	ELEVENTH HIRE, INC. 2404 DEER HORN DRIVE, PLANO, TX, 75025	(671) 405-5409	
141D6901	ELINK SOFTWARE 10950 CHURCH STREET, SUITE 423, RANCHO CUCAMONGA, CA, 91730	(909) 861-0573	

<<PREV PAGE Go to Page: 20 ▾ NEXT PAGE>>

Back to Last Window

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
16491001	ELISID CORPORATION 1450 UNIVERSITY AVENUE, RIVERSIDE, CA, 92507	(323) 928-6586	
16132901	ELISID FREEDOM FOUNDATION 1450 UNIVERSITY AVE., RIVERSIDE, CA, 92507	(619) 727-9199	
16232701	ELISID MAGAZINE 1450 UNIVERSITY AVENUE SUITE F168, RIVERSIDE, CA, 92507	(323) 928-6586	
10841301	ELITE COMPUTER CONSULTANTS CORDISIA ECCO SELECT 3101 BROADWAY ST., STE. 460, KANSAS CITY, MO. 64111-2478	(816) 960-3800	
15216501	EMA INC 424 ROSEVALE AVE., RONKONKOMA, NY, 11779	(603) 354-8350	
11680401	EMERALD CITY SOFTWARE 8885 RIO SAN DIEGO DR., STE. 301, SAN DIEGO, CA, 92108-1610	(619) 542-1490 Ext:4141	
14078401	EMERALD CITY SOFTWARE 3131 WESTERN AVE., SUITE 324, SEATTLE, WA, 98121	(206) 321-5036	
11993201	EMILAC COMMUNICATIONS INC 6801 4TH AVE., LOS ANGELES, CA, 90043-4556	(323) 244-9864	
05275401	EMMANUEL A REYES 13909 AMAR RD., STE. G., LA PUENTE, CA, 91746-1800	(626) 472-7788	
14702401	EMPLOYEE LEASING OF GREATER NY/DISTINCTIVE PERSONNEL DISTINCTIVE PERSONNEL, 9225 DOWDY DRIVE SUITE 221, SAN DIEGO, CA, 92126	(658) 536-8100	
17450501	EMW ENTERPRISES 455 S. BEDFORD DR #4, BEVERLY HILLS, CA, 90212	(310) 430-4440	View
12863201	ENCOMPASS KNOWLEDGE SYSTEMS 100 CORPORATE POINTE, SUITE 210, CULVER CITY, CA, 90230	(310) 981-9201	

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
15932701	ENTERPRISE RESOURCE SERVICES, INC. 8939 S. SEPULVEDA BL., SUITE 401, LOS ANGELES, CA, 90045	(424) 888-3771 Ext:102	
16208101	ENVIRONMENTAL OCCUPATION RISK MANAGEMENT, INC. 2401 E. GONZALES ROAD, SUITE 180, OXNARD, CA, 93036	(805) 288-5070	
16208102	ENVIRONMENTAL OCCUPATION RISK MANAGEMENT, INC. EORM, 4 NORTH SECOND STREET, SUITE 1270, SAN JOSE, CA, 95113	(408) 790-9200	
10349901	ENVISION 5317 CAHUENGA BLVD., NORTH HOLLYWOOD, CA, 91606-3907	(818) 754-0253	
14353001	EQUATERRA 3 RIVERWAY SUITE 1660, HOUSTON, TX, 77056	(817) 719-3026	
10585001	EQUIFAX INFORMATION SERVICES 1495 CASA BUENA DR., APT. 202, CORTE MADERA, CA, 94925-1749	(415) 927-2289	
12181601	ERGOMETRICS & APPLIED RESEARCH 18720 39RD AVE WEST, STE 200, LYNNWOOD, WA, 98037	(425) 774-5700	
05665201	ERISS 16844 WEST BERNARDO DRIVE, SUITE 100, SAN DIEGO, CA, 92127	(858) 675-9600 Ext:214	
10072001	ERNE HERNANDEZ 22386 SUNLIGHT CRK., LAKE FOREST, CA, 92630-5643	(949) 837-6258	
14824601	ERP ANALYSTS INC 425 METRO PLACE NORTH, SUITE 510, DUBLIN, OH, 43017	(614) 718-9222 Ext:7003	
11942101	EVELYN FINN 5914 BIXBY VILLAGE DR., APT. 77, LONG BEACH, CA, 90803-6315	(888) 369-3466	
50979201	EVELYN HUGHES PRESENT PERFECT, 430 EAST 15TH STREET, LONG BEACH, CA, 90813	(310) 467-1067	

Sub-Class #	Description		
918-86	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
14064301	EXEMPLAR HUMAN SERVICES, LLC 13308 COUNTRY TRAILS LANE, AUSTIN, TX, 78732	(202) 286-3883	
10457401	EXPERIO SOLUTIONS, INC. 16300 VON KARMAN AVE., IRVINE, CA, 92612-1067	(714) 704-0374	
15284101	EXPRESS EMPLOYMENT PROS 1650 WESTWOOD BLVD., SUITE 205, LOS ANGELES, CA, 90024	(310) 470-1407	
14130301	EXPRESS PERSONNEL SERVICES ARDENT VENTURES, INC., 1111 N. BRAND BOULEVARD, SUITE J, GLENDALE, CA, 91202	(818) 547-9747	
15100801	EXPRESS SERVICES GROUP INC SQUARE ONE STAFFING, 28415 INDUSTRY DRIVE STE 501, VALENCIA, CA, 91355	(661) 257-3207	
15913401	EZ EVENT STAFFING 11500 W. OLYMPIC BLVD #400, LOS ANGELES, CA, 90064-4539	(877) 239-3836	
14201301	FAY L CRATON PO BOX 90193, LOS ANGELES, CA, 90009	(310) 645-6762	
14837701	FEDSOURCES, INC. 8400 WESTPARK DRIVE, 4TH FLOOR, MCLEAN, VA, 22102	(703) 891-5438	
16548001	FELICIA TOLAYTON VKM INT'L, 8306 WILSHIRE BLVD #7034, BEVERLY HILLS, CA, 90211-9021	(877) 701-8995 Ext:4	
14895401	FERNANDO Z CHAIDEZ 23019 ELM GLEN CIR, VALENCIA, CA, 91354	(818) 606-0008	
16637401	FIDELIS PROFESSIONAL SERVICES 2828 COCHRAN STREET, SUITE 486, SIMI VALLEY, CA, 93065	(818) 481-3533	
12253901	FIREFIGHTER SELECTION, INC. DBA FIRE & POLICE SELECTION INC, 193 BLUE RAVINE ROAD SUITE 270, FOLSOM, CA, 95630	(916) 284-4242 Ext:245	

<<PREV PAGE Go to Page: 23 >> NEXT PAGE>>

Page 23 of 81

[Back to Last Window](#)

Sub-Class #	Description		
918-86	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
14222501	FIREFIGHTER'S ABC'S 9315 BRAQUET AVE., GILROY, CA, 95020	(408) 608-8743	
17352401	FLAGSHIP TECHNOLOGY CONSULTING 15522 MOORPARK STREET, UNIT 11, ENCINO, CA, 91436	(844) 258-3515	
13944801	FORCE OF HOPE EDC 777 WEST 190TH STREET, LOS ANGELES, CA, 90248	(310) 323-2600 Ext:116	
11245701	FRANKLIN HILL GROUP 1032 FRANKLIN STREET, SANTA MONICA, CA, 90403-2322	(310) 828-3649	
13093201	FREEDOM HEALTHCARE STAFFING 3025 S. PARKER RD, SUITE 800, AURORA, CO, 80014	(303) 915-3891	
17276401	FTI CONSULTING 633 W. 5TH STREET, SUITE 1600, LOS ANGELES, CA, 90027	(213) 462-8022	
16248901	FUSION TECHNOLOGY GROUP, INC. 4859 WEST SLAUSON AVENUE, #182, LOS ANGELES, CA, 90056	(310) 846-8614 Ext:212	
93966901	FUTURE PERSONNEL AGENCY INC. TOP TEMPO, 3731 WILSHIRE BLVD., SUITE 512, LOS ANGELES, CA, 90010	(213) 388-7444	View
93666902	FUTURE PERSONNEL AGENCY INC. TOP TEMPO, 4801 WILSHIRE BLVD., STE 230, LOS ANGELES, CA, 90010	(323) 936-1799	
11942001	GAIL KARLAN P.O. 241926, LOS ANGELES, CA, 90024	(310) 826-2828	
11292301	GANS, GANS & ASSOCIATES 4129 E. FOWLER AVE., TAMPA, FL, 33617-2011	(813) 971-6501 Ext:16	
10233201	GARNER CONSULTING GARNER INSURANCE SERVICES, 630 N ROSEMEAD BLVD, SUITE 300, PASADENA, CA, 91107	(626) 351-2300	View

<<PREV PAGE Go to Page: 24 >> NEXT PAGE>>

Page 24 of 81

[Back to Last Window](#)

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
10894501	GARY HARRIS PO BOX 12033, TALLAHASSEE, FL, 32317-2033	(850) 671-3720	
11342201	GARY RODRIGUEZ PO BOX 22430, SANTA FE, NM, 87502-2430	(505) 982-1980	
14781601	GATHERS STRATEGIES, INC. TWO CALIFORNIA PLAZA, 350 SOUTH GRAND AVENUE, SUITE 3070, LOS ANGELES, CA, 90071	(213) 291-6199	
04061301	GC SERVICES L.P. 24411 RIDGE ROUTE DR., STE. 120, LAGUNA HILLS, CA, 92653-1691	(713) 777-4441	
04061302	GC SERVICES L.P. 6330 GULFTON ST., HOUSTON, TX, 77081-1108	(713) 776-6694	
04061303	GC SERVICES L.P. PO BOX 4289, HOUSTON, TX, 77210-4289	(000) 000-0000	
10237601	GEOSARCH INC PO BOX 80789, COLORADO SPRING, CO, 80960-0789	(719) 575-9100	
14416801	GERDA GOVINE 260 N. MAR VISTA AVENUE, SUITE 2, PASADENA, CA, 91106-1413	(626) 564-0502	
14596901	GET RESOURCES PO BOX 5323, NORCO, CA, 92860-8011	(708) 844-9610	
14107801	GFTA GWYN FOXX TALENT AGENCY GFTA, 3500 WEST OLIVE AVE STE 300, BURBANK, CA, 91505-9122	(818) 476-7702	
51610901	GLOBAL ENVIRONMENTAL NETWORK, INC. (GENI) 108 W. 4TH ST., SANTA ANA, CA, 92701-4646	(714) 479-1199	
13911001	GLOBAL RESOURCE MANAGEMENT INC 5400 LAUREL SPRINGS PKWY., SUITE 902, SUWANEE, GA, 30024	(770) 729-1007	

<<PREV PAGE Go to Page: 25 NEXT PAGE>>

Page 25 of 81

Back to Last Window

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
05671801	GLOBAL SERVICE RESOURCES INC COMPUTERWORKS TECHNOLOGIES, 711 S. VICTORY BLVD., BURBANK, CA, 91502-2426	(818) 244-4484 Ext:104	
05671802	GLOBAL SERVICE RESOURCES INC 711 S. VICTORY BLVD., BURBANK, CA, 91502	(818) 244-4484 Ext:104	
17385901	GLORY TO THE LORD INVESTMENTS INC CFR & ASSOCIATES, 1000 TOWN CENTER DR, SUITE 300, OXNARD, CA, 93036-1117	(805) 351-3724	
16002101	GOOD PEOPLE INC 9050 LASELL LANE., DURHAM, CA, 95938	(858) 467-1348	
10878501	GOVERNMENT 6435 SETTING SUN DR., HUNTINGTON BEACH, CA, 92648-6715	(714) 847-4091	
15003401	GOVT STAFFING SERVS INC 1707 VIA EL PRADO SUITE 202, REDONDO BEACH, CA, 90277	(424) 206-1828	
13837501	GRADUATE SCHOOL, USDA 800 MARYLAND AVENUE SW, SUITE 270, WASHINGTON, DC, 20024-2520	(310) 755-8567	
14427301	GREG PITTLER 17328 VENTURA BLVD., SUITE 373, ENCINO, CA, 91316	(818) 389-6284	
16633601	GROUNDWORKS CAMPAIGNS 1563 SOLANO AVENUE #529, BERKELEY, CA, 94707	(213) 280-0462	
13960501	GSS AMERICA INC 220 W CAMPUS DR, SUITE # 104, ARLINGTON HEIGHTS, IL, 60004-1498	(847) 307-7606 Ext:284	
15694501	H-P TECHNOLOGIES 3104 E. CAMELBACK, SUITE 844, PHOENIX, AZ, 85016	(602) 773-5126	
51174401	H.L. YOH COMPANY, LLC 14140 VENTURA BLVD., STE. 250, SHERMAN OAKS, CA, 91423-2752	(818) 501-5700 Ext:115	

<<PREV PAGE Go to Page: 26 NEXT PAGE>>

Page 26 of 81

Back to Last Window

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
14311601	H/IG BARRETT INC 1801 CENTURY PARK EAST 24TH FLOOR, LOS ANGELES, CA, 90067	(310) 556-9626	
11128001	HAR-MAR PO BOX 5339, BEVERLY HILLS, CA, 90209-5339	(323) 291-8270	
16877001	HARRIET S. STRICKLEN 5042 WILSHIRE BLVE., LOS ANGELES, CA, 90036	(800) 691-5190	
14143501	HARVARD CONSULTING GROUP, INC 555 CAJON STREET, SUITE A., REDLANDS, CA, 92373	(909) 280-2142	
13289201	HCL (MASS.) INC 400 CROWN COLONY DRIVE, SUITE 500., QUINCY, MA, 02169	(617) 328-7131	
17496501	HEALTH CORE POSSIBILITIES 22201 CHAMAY COURT., CALABASAS, CA, 91302	(818) 571-3930	
12539401	HEALTH ENTERPRISES LIFE LONG ALTERNATIVE HOME CARE, 5805 SEPULVEDA BLVD, STE 740, SHERMAN OAKS, CA, 91411-2549	(818) 902-5000	
12209401	HEALTH TALENT INC 5800 S. QUEBEC STREET, SUITE 360C, GREENWOOD VILLAGE, CO, 80111	(303) 953-7963	
16604801	HEALTHCARE TALENT 26090 TOWNE CENTRE DRIVE., LAKE FOREST, CA, 92610	(949) 709-1883	
16604802	HEALTHCARE TALENT 26090 TOWNE CENTER DRIVE., LAKE FOREST, CA, 92610	(949) 709-1883	
12016101	HEALTHSOURCE CONSULTING 14 CANYON CREEK VLG. # 21., RICHARDSON, TX, 75080-1602	(800) 806-1938 EXT.7905	
16642801	HERITAGE GLOBAL SOLUTIONS, INC. 230 N MARYLAND AVE, SUITE 202, GLENDALE, CA, 91206	(818) 547-4474	

<<PREV PAGE Go to Page: 27 NEXT PAGE>>

Page 27 of 81

Back to Last Window

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
14814101	HIGHER-IT, INC 34428 YUCAIPA BLVD SUITE E-348., YUCAIPA, CA, 92389	(909) 446-7285	
15934301	HIGHPOINT TECHNOLOGY SOLUTIONS INC DBA HIGHPOINT CONSULTING 615 NW 37TH AVE., SUITE 204., MIAMI, FL, 33126	(480) 515-1630	
17360001	HIMAGINE SOLUTIONS, INC. 3109 W MARTIN LUTHER KING, JR. BLVD, SUITE 650., TAMPA, FL, 33607	(813) 331-0749	
17437601	HIRE A PATRIOT, INC 18835 ALGONQUIN STREET #126., HUNTINGTON BEACH, CA, 92649	(657) 215-5025	
15288701	HOLARCHY CONSULTING SERVICES 8500 MELROSE AVENUE, SUITE 210, WEST HOLLYWOOD, CA, 90069	(310) 358-0153	
15177201	HOLY ASSEMBLY CHURCH OF GOD IN CHRIST, 55 E VILLA ST, PASADENA, CA, 91103	(626) 792-4810	
10023501	HOWROYD WRIGHT, 227 W. BROADWAY., GLENDALE, CA, 91204-1301	(818) 240-8688 EXT.3055	
10025502	HOWROYD WRIGHT, 888 S. FIGUEROA ST., STE 170, LOS ANGELES, CA, 90502-1032	(310) 516-1572	
10025503	HOWROYD WRIGHT, APPLEONE EMPLOYMENT SERVICES, 1999 W 190TH ST, TORRANCE, CA, 90504	(310) 750-3400	
15096301	HR MANAGEMENT 462 ELWOOD AVE STE 9., OAKLAND, CA, 94610	(510) 267-0115	
15096302	HR MANAGEMENT 2029 CENTURY PARK EAST, SUITE 1400, LOS ANGELES, CA, 90067	(424) 202-3611	
10096001	HR OHANA CORPORATION 222 N. SEPULVEDA BLVD., STE. 2000., EL SEGUNDO, CA, 90245-5614	(503) 709-0760	

<<PREV PAGE Go to Page: 28 NEXT PAGE>>

Page 28 of 81

Back to Last Window

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
16314001	HR ON-CALL, INC. 25602 ALICIA PARKWAY, #304, LAGUNA HILLS, CA, 92653	(949) 360-0677	
14822001	HREMEDY BUSINESS SOLUTIONS 6080 CENTER DRIVE 6TH FLOOR, LOS ANGELES, CA, 90045	(310) 702-0626	
11910101	HUMAN RESOURCE CAPITAL CONSULTANTS INC., 6236 PASEO COLINA, CARLSBAD, CA, 92009-2103	(760) 518-8816	
52132301	HUMANITY GLOBAL STRATEGIC, LLC 1717 RISING GLEN RD., LOS ANGELES, CA, 90069-1250	(310) 855-1064 Ext:106	
15067201	HUNTER RECRUITMENT ADVISORS 9107 WILSHIRE BLVD SUITE 450, BEVERLY HILLS, CA, 90210	(800) 286-9152 Ext:106	
11163201	HUNTER RECRUITMENT ADVISORS 6222 WILSHIRE BLVD., STE. 313, LOS ANGELES, CA, 90048-5193	(323) 525-3400 Ext:111	
14014301	HURON CONSULTING GROUP 1315 VIA CATALUNA, PALOS VERDES EST, CA, 90274	(310) 404-1302	
14014302	HURON CONSULTING GROUP 950 W. VAN BUREN STREET., CHICAGO, IL, 60607	(312) 663-7888	
14014303	HURON CONSULTING GROUP 550 W. VAN BUREN STREET., CHICAGO, IL, 60607	(312) 235-8538 Ext:3538	
10160101	IAMC 28 S. OAKLAND AVE., PASADENA, CA, 91101-2022	(626) 577-1400	
10160102	IAMC 8244 BIRDIE DR., LA VERNE, CA, 91750-1403	(909) 593-3806	
13141701	IDEAL STAFFING SOLUTIONS INC 3535 INLAND EMPIRE BLVD., ONTARIO, CA, 91764	(909) 941-3210	

<<PREV PAGE Go to Page: 29 >> NEXT PAGE>>

[Back to Last Window](#)

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
11212701	INDRA KIDAMBI 756 DAILEY AVE., SAN JOSE, CA, 95123-2958	(408) 227-4405	
10447601	INDUSTRIAL / ORGANIZATIONAL 1127 S. IMMANHEIM RD., STE. 203, WESTCHESTER, IL, 60154-2562	(888) 784-1290	
11611201	INFORMATION ANALYTICS, INC. 23418 FERN PL., MURRIETA, CA, 92562-2234	(909) 677-4333	
04255101	INFORMATION BUILDERS, INC. 2 PENN PLZ., NEW YORK, NY, 10121-0101	(310) 426-3042	
04255102	INFORMATION BUILDERS, INC. 1 APPLE HILL DR., STE. 8395, C/O JR SCHUMAN ASSOCIATES, NATICK, MA, 01760-2072	(800) 784-6581	
04255103	INFORMATION BUILDERS, INC. PO BOX 7247-7482, PHILADELPHIA, PA, 19170-7482	(212) 736-4433	
04255104	INFORMATION BUILDERS, INC. PO BOX 1450, NEW YORK, NY, 10117-1251	(310) 615-0735	
04255105	INFORMATION BUILDERS, INC. 300 CONTINENTAL BLVD., STE. 290, EL SEGUNDO, CA, 90245-5043	(310) 615-0735	
11042801	INFORMATION TECH. SOLUTIONS 555 W. 5TH ST., STE. 3100, LOS ANGELES, CA, 90013-1010	(213) 998-8323	
13199001	INLAND EMPIRE VETERANS 658 EAST BRIER DR., SUITE 100, SAN BERNARDINO, CA, 92408	(909) 948-6612	
11213001	INLAND STRATEGIES GROUP, INC. 3585 MAIN ST., STE. 208, RIVERSIDE, CA, 92501-2809	(909) 682-2480	
10867001	INNOVATIVE LEARNING SYSTEMS 340 5TH ST., HUNTINGTON BEACH, CA, 92648-5120	(714) 374-8242	

<<PREV PAGE Go to Page: 30 >> NEXT PAGE>>

[Back to Last Window](#)

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
14530501	INSTITUTE FOR LEADERSHIP DEVELOPMENT 601 S. BRAND BLVD., SUITE 201, SAN FERNANDO, CA. 91340	(818) 365-7734	
141193001	INSTITUTE FOR MULTICULTURAL RESEARCH AND DEVELOPMENT, 345 PIONEER DRIVE #304, GLENDALE, CA. 91203	(323) 668-1624	
16445601	INTEGRATION TECHNOLOGY, INC. 167 WASHINGTON ST., SUITE 32, NORWELL, MA. 02061	(781) 569-4949	
15277301	INTELLIBRIDGE PARTNERS 1201 DOVE STREET, SUITE 680, NEWPORT BEACH, CA. 92660	(949) 286-4315	
135536901	INTELLISWIFT SOFTWARE INC 3190 ARGONAUT WAY, SUITE #210, FREMONT, CA. 94538	(510) 490-9240	
11805301	INTERACTION ASSOCIATES, INC. 600 TOWNSEND ST., STE. 550, SAN FRANCISCO, CA. 94103-4945	(415) 241-8000 Ext 625	
15977401	INTERACTIVE RESOURCES 6420 SOUTHPOINT PKWY STE 110, JACKSONVILLE, FL. 32216-0944	(904) 821-8960 Ext. 303	
13681601	INTERETHNICA 509 N. FAIRFAX AVE. STE. 230, LOS ANGELES, CA. 90036	(323) 655-5857 Ext 701	
13681602	INTERETHNICA 509 N FAIRFAX AVENUE STE 230, LOS ANGELES, CA. 90036	(323) 230-9800	
06238701	INTERNATIONAL FIELDWORKS, INC. 1626 PUEBLA DR., GLENDALE, CA. 91207-1232	(818) 243-4864	
13086201	INTERNATIONAL RESCUE COMMITTEE 625 N WARYLAND AVE., GLENDALE, CA. 91206	(818) 550-6220 Ext 105	
16713201	INTERVALLO CONSULTING GROUP INC. 468 NORTH CAMDEN DR, SUITE 200, BEVERLY HILLS, CA. 90210	(310) 866-6682	

<<PREV PAGE Go to Page:  NEXT PAGE>>

Page 31 of 81

Back to Last Window

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
12288001	INVANTAS SOLUTIONS CORP 5482 WILSHIRE BLVD., STE. 129, LOS ANGELES, CA. 90036-4218	(213) 926-3106	
156613701	IONIDEA INC 3913 OLD LEE HIGHWAY, SUITE #33B, FAIRFAX, VA. 22030	(703) 268-2931	
11895901	IRVINE TECHNOLOGY CORPORATION 200 SANDPOINTE AVE., STE. 820, SANTA ANA, CA. 92707-5760	(714) 434-8805	
138433101	ISPACE INC 2141 ROSECRANS AVENUE, SUITE 5175, EL SEGUNDO, CA. 90245	(310) 563-3800 Ext 224	
10501601	IT CAREER RESOURCE INC. 1500 OUAL ST., STE. 550, NEWPORT BEACH, CA. 92660-2748	(949) 222-5340 Ext 25	
10419801	J. JIREH & ASSOCIATES, INC 729 MISSION ST., SOUTH PASADENA, CA. 91030-3069	(818) 361-7188 Ext 204	
15029601	J.H.B.I. INC 257 ST. JOSEPH AVE., LONG BEACH, CA. 90803	(562) 446-2840	
10143701	JACK SAMARJIAN 3665 W. MESA AVE., FRESNO, CA. 93711-6568	(559) 250-6768	
19136101	JACKSON NURSE PROFESSIONALS 12124 HIGH TECH AVENUE, SUITE 300, ORLANDO, FL. 32817	(407) 591-3894	
15550601	JACKSON PHARMACY PROFESSIONALS 2655 NORTHWINDS PARKWAY, ALPHARETTA, GA. 30009	(678) 690-7853	
17488901	JACQUELINE HUYNH SCHAEFFER INTEGRATIVE MINDS, 5520 W 190TH ST #204, TORRANCE, CA. 90503	(310) 864-3464	
12394201	JACQUELINE REESE 5463 MARJAN AVE., LOS ANGELES, CA. 90056-1014	(310) 702-0626	

<<PREV PAGE Go to Page:  NEXT PAGE>>

Page 32 of 81

Back to Last Window

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
14320901	JANE KOW 750 VAN NESS AVENUE, SUITE 1204, SAN FRANCISCO, CA, 94102	(415) 567-0367	
06262401	JANET ANDREWS 11925 WILSHIRE BLVD., STE. 200, LOS ANGELES, CA, 90025-6618	(310) 285-3607	
16156601	JANETTA KEARNEY KCI, 7812 W MANCHESTER, PLAYA DEL REY, CA, 90293	(310) 822-6966	
14035801	JBA INTERNATIONAL, LLC 1192 NORTH LAKE AVENUE, PASADENA, CA, 91104	(626) 844-1400 EX1320	
12987501	JEAN FRANKLIN 8611 W CRENSHAW BLVD, SUITE 211, INGLEWOOD, CA, 90305	(562) 537-5346	
16380901	JEFFERY HENDERSON 7222 VAN NUY BLVD., SUITE E200, VAN NUY, CA, 91405	(818) 453-1222	
04311501	JENN INTERNATIONAL PERSONNEL AGENCY, 3250 WILSHIRE BLVD., STE. 1004, LOS ANGELES, CA, 90010-1577	(213) 388-1688	
12391601	JENNIFER K MONTGOMERY 4730 DON PORFIRIO PLACE, LOS ANGELES, CA, 90008	(323) 376-4689	
12383901	JENNIFER L MAGNABOSCO 807 18TH STREET, TH #4, SANTA MONICA, CA, 90403	(310) 315-9250	
13299401	JENSEN SHIRLEY P.O. BOX 937, BONSALL, CA, 92003-4709	(656) 546-4373	
11111901	JK CORPORATE SERVICES 4927 RUNWAY DR., FAIR OAKS, CA, 95628-8153	(916) 802-9500	
10179501	JOAN CLARK 26452 LA TRAVIATA, LAGUNA HILLS, CA, 92653-7583	(949) 582-7064	

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
14309701	JOAN I ROSENBERG 1663 SAWTELLE BLVD, SUITE 250, LOS ANGELES, CA, 90025	(310) 614-0100	
16615901	JOB KOREA USA 3470 WILSHIRE BLVD STE 644, LOS ANGELES, CA, 90010	(213) 384-1004	
13514901	JODHIM GIVHAN, MA JORGANIZE BUSINESS SERVICES (JBS), 4714 S 11TH AVENUE, LOS ANGELES, CA, 90043	(818) 310-9451	
13973701	JOHN A BRODERICK INC WORLDBRIDGE PARTNERS, 25000 AVE STANFORD SUITE 250, VALENCIA, CA, 91355	(661) 775-9999 EX1210	
11203601	JOHN ALEXANDER PO BOX 48377, LOS ANGELES, CA, 90048-0377	(323) 309-1144	
16683401	JOHN ANDREWS & BRENDA TRIJILLO BOWEN-MEYERS & ASSOCIATES, 10845 NORWALK BLVD., SUITE A, SANTA FE SPRINGS, CA, 90670	(562) 888-9191	
14930101	JOHN L MENDEZ ARAWAK CONSULTING 8728 S. SERULVEDA BLVD., A48, LOS ANGELES, CA, 90045-4014	(702) 429-1728	
12776901	JOHN MCCANN 2315 S. DEL NORTE AVE., ONTARIO, CA, 91761-7027	(909) 947-9709	
06261301	JOHN STOEBIG PO BOX 4322, VISALIA, CA, 93278-4322	(559) 734-5071	
15377701	JOHNSON SERVICE GROUP, INC. 5023 N. PARKWAY CALABASAS, CALABASAS, CA, 91302	(818) 876-9610	
15377702	JOHNSON SERVICE GROUP, INC. 4485 PAYSPIRE CIRCLE, CHICAGO, IL, 60674-4485	(630) 590-6510	
17367601	JORGE REYES 25483 VIA LABRADA, VALENCIA, CA, 91355	(213) 458-1459	

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
12841701	JOSEPH M. FABRICATORE, PH.D. 10780 SANTA MONICA BLVD., STE. 450, LOS ANGELES, CA, 90025-7635	(310) 826-3256	
11463601	JOYCE JAMES 11743 MOUNT VERNON AVE., GRAND TERRACE, CA, 92313-5167	(909) 825-3686	
13641101	HPE HEALTHCARE STAFFING INCORPORATED 1065 NINE NORTH DR., SUITE A., ALPHARETTA, GA, 30004	(800) 980-8511 Ext.303	
16135701	JUDY OUI 21916 BIRCHWOOD, MISSION VIEJO, CA, 92692	(949) 466-5079	
13718601	JUDY WEINSTEIN 13636 VENTURA BOULEVARD, #138, SHERMAN OAKS, CA, 91423	(818) 907-0415	
13476801	JULIE ORLOV P.O. BOX 1446, TORRANCE, CA, 90505	(310) 379-5855	View
11755801	JWT SPECIALIZED COMMUNICATIONS 2425 OLYMPIC BLVD., SANTA MONICA, CA, 90404	(310) 308-8279	
11755802	JWT SPECIALIZED COMMUNICATIONS FILE 56434, LOS ANGELES, CA, 90074-6434	(310) 309-8282	
17395501	K2 CONSULTING 4330 EAST WEST HWY STE 320, SUITE 320, BETHSDA, MD, 20814	(301) 656-2228 Ext.059	
10884201	KARYN WILLIAMS 6841 S. PAXTON AVE., CHICAGO, IL, 60649-1602	(773) 752-8841	
16413201	KATHERINE C. ELFORD, INC. 419 MAIN STREET, SUITE 457, HUNTINGTON BEACH, CA, 92648	(714) 614-1887	
14430901	KATHRYN H RIPPY WEIL 205 CERRO STREET, ENCINITAS, CA, 92024	(760) 632-8803	

<<PREV PAGE Go to Page: 35 >> NEXT PAGE>>

Page 35 of 81

[Back to Last Window](#)

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
15478701	KATHRYN KIDD 801 S. GLENDAKS BLVD., BURBANK, CA, 91502	(818) 845-3030	
10707501	KATRINA KENNEDY PO BOX 160172, SACRAMENTO, CA, 95816-0172	(916) 448-2258	
14163401	KBR SERVICES EXPRESS EMPLOYMENT PROFESSIONALS, 709 FREMONT AVE, STE. A, SOUTH PASADENA, CA, 91030	(626) 844-3562	
17228301	KEIKO ISHII 28004 S. WESTERN AVE, #306, SAN PEDRO, CA, 90732	(424) 224-9575	
50017701	KELLY SERVICES, INC. 5950 CANOGA AVE, 415, WOODLAND HILLS, CA, 91367	(818) 999-2050	
50017703	KELLY SERVICES, INC. 21300 VICTORY BLVD, SUITE 1190, WOODLAND HILLS, CA, 91367	(310) 543-3589	
10340301	KENDA SYSTEMS, INC. 1 STILES RD., STE. 106, SALEM, NH, 03079-4863	(714) 586-4080 Ext.22	
13454501	KENEXA 2930 RIDGE LINE ROAD, SUITE 200, LINCOLN, NE, 68516	(402) 419-5238	
05254701	KH CONSULTING GROUP MANAGEMENT CONSULTANTS, 1901 AVENUE OF THE STARS, STE. 200, LOS ANGELES, CA, 90067-6020	(310) 203-5417	View
10787301	KILLER SEARCH, INC. 1441 HUNTINGTON DR., STE. 1030, SOUTH PASADENA, CA, 91030-4512	(626) 791-5181	
15096601	KIMBERLY J LEWIS 2329 W 25TH STREET STE 301, LOS ANGELES, CA, 90018	(818) 481-8594	
16515401	KINGO STAFFING SERVICES, INC. 117872 COWAN AVENUE, IRVINE, CA, 92614	(562) 946-2616	

<<PREV PAGE Go to Page: 36 >> NEXT PAGE>>

Page 36 of 81

[Back to Last Window](#)

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
51569201	KIMLEY-HORN & ASSOCIATES, INC. 765 THE CITY DRIVE, SUITE 200, ORANGE, CA, 92668-6914	(916) 859-3601	
51569202	KIMLEY-HORN & ASSOCIATES, INC. 7800 N. 15TH ST., STE. 250, PHOENIX, AZ, 85020-4337	(714) 939-1030	
51569203	KIMLEY-HORN & ASSOCIATES, INC. 6560 TOPANGA CANYON BLVD., STE. 250, WOODLAND HILLS, CA, 91367-7446	(818) 227-2790 Ext:28	
51569204	KIMLEY-HORN & ASSOCIATES, INC. 7878 N. 16TH ST., PHOENIX, AZ, 85020	(602) 906-1108	
51569205	KIMLEY-HORN & ASSOCIATES, INC. PO BOX 73093, CITY OF INDUSTRY, CA, 91716-9063	(916) 859-3652	
51569206	KIMLEY-HORN & ASSOCIATES, INC. 7740 NORTH 16TH STREET, SUITE 300, PHOENIX, AZ, 85020	(602) 944-5500	
15784801	KIPRAY/MEDIA LLC 534 N. LOUISE STREET, SUITE E, GLENDALE, CA, 91206	(818) 464-7720	
15087901	KIRSTEN HANRAHAN 17235 ORANGEWOOD LANE, YORBA LINDA, CA, 92886	(714) 485-9690	
10269001	KNOWLEDGE TRANSFER, LLC 1622 PIONEER WAY, EL CAJON, CA, 92020-1636	(619) 447-4200	
16447301	KOMAL BADAR 1265 W COLTON AVE #123, REDLANDS, CA, 92374	(909) 363-4713	
10102101	KOOSHAREM CORPORATION SELECTREMEDY, 777 SOUTH FIGUEROA STREET SUITE 2500, LOS ANGELES, CA, 90017	(213) 408-0262 Ext:227	
10102102	KOOSHAREM CORPORATION SELECT STAFFING, 801 S GRAND AVE STE 125, LOS ANGELES, CA, 90017	(213) 408-0262 Ext:227	

<<PREV PAGE Go to Page: 37 NEXT PAGE>>

Page 37 of 81

[Back to Last Window](#)

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
10102103	KOOSHAREM CORPORATION SELECT STAFFING, 3820 STATE STREET, SANTA BARBARA, CA, 93105	(800) 688-6162	
10102104	KOOSHAREM CORPORATION SELECTSTAFFING, 4332 E. SOUTH STREET, LAKEWOOD, CA, 90712	(562) 644-2562	
10102106	KOOSHAREM CORPORATION SELECT STAFFING, 801 S. GRAND AVE STE 125, LOS ANGELES, CA, 90017	(213) 408-0262	
10525701	KPMG LLP 955 S. GRAND AVE., STE. 2000., LOS ANGELES, CA, 90071-1568	(213) 630-8092	
10525703	KPMG LLP DEPT. 0986, P.O. BOX 120001, DALLAS, TX, 75312-0986	(213) 955-8458	
10525704	KPMG LLP DEPT 0939, PO BOX 120001, DALLAS, TX, 75312-0939	(213) 817-3242	
10525705	KPMG LLP DEPT 0984, PO BOX 120001, DALLAS, TX, 75312-0984	(213) 955-8330	
10525706	KPMG LLP 400 CAPITOL MALL, SUITE 800, SACRAMENTO, CA, 95814	(916) 554-1177	
10525707	KPMG LLP 20 PACIFICA SUITE 700, IRVINE, CA, 92618	(323) 708-6824	
11972801	KT-PROFESSIONAL MEDICAL 950 FULTON AVE., STE. 205., SACRAMENTO, CA, 95825-4503	(916) 482-8677	
16637601	LADERA CAREER PATHS INC PO BOX 88689, LOS ANGELES, CA, 90009	(310) 568-0244	
50462901	LADERA CAREER PATHS INC 6620 LA TIJERA BLVD., STE. 217, LOS ANGELES, CA, 90045-1931	(310) 568-0244	

<<PREV PAGE Go to Page: 38 NEXT PAGE>>

Page 38 of 81

[Back to Last Window](#)

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
12083701	LANTECH PC SYSTEMS 4288 LINCOLN BLVD., MARINA DEL REY, CA. 90292-5655	(866) 306-5590	
16488601	LANTER CONSULTING GROUP 86 BOTTLEBRUSH CT., OAKLEY, CA. 94561	(925) 437-0821	
17082501	LARRY JACKSON JACKSON, JACKSON & ASSOCIATES, 1249 S DIAMOND BAR BLVD. #347, DIAMOND BAR, CA. 91785	(909) 895-7461	
13723101	LATPRO INC 3050 UNIVERSAL BLVD, SUITE 120., WESTON, FL. 33331	(786) 768-2401	
13330801	LEADERSHIP STRATEGIES, INC 56 PERIMETER CENTER EAST, SUITE 103., ATLANTA, GA. 30346	(770) 454-1440 Ext:25	
11135401	LEADING EDGE SOLUTIONS, LLC 2981 SAINT GREGORY RD., GLENDALE, CA. 91206-1917	(818) 749-6330	
13707001	LEARNING COMMUNICATIONS, LLC 5520 TRABUCO ROAD., IRVINE, CA. 92620	(515) 221-3108	
17117901	LEON D HINES 18017 CHATSWORTH ST. #129., GRANADA HILLS, CA. 91344	(323) 762-5532	
50007601	LIBRARY ASSOCIATES, INC. 6500 WILSHIRE BLVD., STE. 2240., LOS ANGELES, CA. 90048-4920	(323) 302-9434	
50007602	LIBRARY ASSOCIATES, INC. PO BOX 17611., BALTIMORE, MD. 21297	(301) 231-9999	
50007603	LIBRARY ASSOCIATES, INC. 91 MONROE STREET, SUITE PE-04, ROCKVILLE, MD. 20850-2442	(240) 292-0509	
10440801	LINDA-MARIE SUNDBSTROM 6949 DOHENY PL., APT. C., ALTA LOMA, CA. 91701-6101	(909) 948-2486	

<<PREV PAGE Go to Page: 39 NEXT PAGE>>

Page 39 of 81

[Back to Last Window](#)

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
10503701	LINEA SOLUTIONS 10940 WILSHIRE BLVD., STE. 600., LOS ANGELES, CA. 90024-3940	(310) 443-4191	
11528701	LINTAS LLC 566 W. ADAMS ST., STE. 450., CHICAGO, IL. 60661-5789	(312) 681-5400	
10373302	LITA ABELLA PO BOX 156., WALNUT, CA. 91786-0156	(909) 613-9995	
13455701	LIZ S. MOHLER 7826 W. 79TH ST., PLAYA DEL REY, CA. 90293	(310) 617-1294	
15768801	LKT CONSULTING, INC 4839 ALMONDWOOD WAY., SAN DIEGO, CA. 92130	(858) 229-9949	
11718401	LODESTONE ADVENTURES INC. PO BOX 414., BIG BEAR LAKE, CA. 92315-0414	(909) 866-2829	
11142401	LOFTON ENTERPRISES 5132 S. GARTH AVE., LOS ANGELES, CA. 90056-1110	(323) 298-1584	
14801301	LOREN W LILLESTRAND 2729 BROOKSIDE DRIVE., CHINO HILLS, CA. 91709	(951) 805-9192	
05952501	LORIA, TESLOW 21010 SW BIRCH STREET, SUITE 272, NEWPORT BEACH, CA. 92660-1900	(949) 551-2453	
50546801	LOS ANGELES COUNTY OFFICE OF EDUCATION CONTROLLER'S OFFICE - GPMI - EC CLARK, 9300 IMPERIAL HWY, DOWNEY, CA. 90242	(562) 803-8579	
50546802	LOS ANGELES COUNTY OFFICE OF EDUCATION 9300 IMPERIAL HIGHWAY, CLARK BUILDING ECC116, DOWNEY, CA. 90242-2890	(562) 922-8610	
50546803	LOS ANGELES COUNTY OFFICE OF EDUCATION CONTRACT DEPT, 9300 IMPERIAL HWY, DOWNEY, CA. 90242	(562) 803-8291	

<<PREV PAGE Go to Page: 40 NEXT PAGE>>

Page 40 of 81

[Back to Last Window](#)

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
50546604	LOS ANGELES COUNTY OFFICE OF EDUCATION 9300 IMPERIAL HIGHWAY ECW 247, DOWNEY, CA, 90242	(562) 803-8579	
50546605	LOS ANGELES COUNTY OFFICE OF EDUCATION 9300 E IMPERIAL HWY GRM ECW 1087, DOWNEY, CA, 90242-2880	(562) 922-8610	
50546606	LOS ANGELES COUNTY OFFICE OF EDUCATION LOCOC HEAD START, 10100 PIONEER BLVD SUITE 325, SANTA FE SPRINGS, CA, 90670	(562) 401-5319	
50546607	LOS ANGELES COUNTY OFFICE OF EDUCATION ACCOUNTS RECEIVABLE, 9300 IMPERIAL HIGHWAY, DOWNEY, CA, 90242	(562) 803-8424	
50546608	LOS ANGELES COUNTY OFFICE OF EDUCATION DEPT. OF SOCIAL PROGRAMS- WORKFORCE INVESTMENT ACT PROGRAM, 9300 IMPERIAL HWY, ECW 294, DOWNEY, CA, 90242	(213) 637-3119	
50546609	LOS ANGELES COUNTY OFFICE OF EDUCATION (SHAPE), DOWNEY, CA, 90242	(562) 922-6380	
50546610	LOS ANGELES COUNTY OFFICE OF EDUCATION 9300 IMPERIAL HIGHWAY, DOWNEY, CA, 90242	(562) 803-8207	
50546611	LOS ANGELES COUNTY OFFICE OF EDUCATION GAIN DIVISION, 9300 IMPERIAL HIGHWAY, DOWNEY, CA, 90242	(562) 922-8664	
16906001	LOVICK CAREER JOURNAL LLC 8825 PENRIDGE PLACE, INGLEWOOD, CA, 90305	(310) 412-7220	
16906001	LOVING HEARTS PRIVATE CARE INC 11616 HAWTHORNE BLVD #201, 11616 HAWTHORNE BLVD #201, HAWTHORNE, CA, 90250	(310) 679-5900	
11131601	LYGB LIMITED 97 S RAYMOND AVE, STE 11, PASADENA, CA, 91105-1962	(626) 796-6801	
16967601	LYNDA FERRER 421 EAST BAY STATE STREET - #9, ALHAMBRA, CA, 91801	(949) 836-0967	

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
12370501	MMI CONSULTING AND PROJECT 5073 CARRIAGE DRIVE, EL SOBRANTE, CA, 94803	(510) 691-7274	
109333801	IMAC INCORPORATED 1743 S DOUGLASS ROAD, SU., ANAHEIM, CA, 92806	(714) 634-3905	
14865201	IMAKRO TECHNOLOGIES, INC. ONE WASHINGTON PARK, SUITE 1502, NEWARK, NJ, 07102	(973) 481-0100 Ext:3017	
11871601	IMALAGON RESOURCES INC. 31878 DEL OBISPO ST., STE. 118, SAN JUAN CAPO, CA, 92675-3224	(949) 388-8661	
12543401	IMALCOLM PIRNIE, INC. 888 W 6TH ST 3RD FLR., LOS ANGELES, CA, 90017	(213) 614-9002	
11215701	IMALCOM THOMAS 16664 SOLEDAD CANYON RD., 192, CANYON COUNTRY, CA, 91387-3217	(661) 645-9768	
12355801	IMANAGED RESOURCES, INC. 11 GOLDEN SHORE, STE. 360, LONG BEACH, CA, 90802-4280	(562) 216-7028	
50012201	IMANAGEMENT ACTION PROGRAMS INC 4725 HAZELTINE AVE., SHERMAN OAKS, CA, 91423-2326	(818) 515-6000	
10134001	IMANAGEMENT ANALYSIS INC 2159 AVENIDA TORONJA, CARLSBAD, CA, 92009-8707	(760) 634-7780	
11307201	IMANAGEMENT DYNAMICS, INC. 1155 S CAMINO REAL, PALM SPRINGS, CA, 92264-8440	(760) 778-1889	
14138301	IMANAGEMENT HEALTH SVS ABETTA CARE, 3201 W. COMMERCIAL BLVD., SUITE 116, FORT LAUDERDALE, FL, 33309	(866) 943-5884 Ext:473	
11263201	IMANAGEMENT RECRUITERS GLENDALE/IR OF GLENDALE 919 ARDEN AVE., STE. 12, GLENDALE, CA, 91203-1156	(818) 956-0400	

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
10812701	MANDALAY ASSOCIATES LLC 190 EL CERRITO PLZ., PMB 226, EL CERRITO, CA, 94530-4002	(510) 526-4651 Ext:11	
52384201	MANPOWER, INC. 521 W 6TH ST., LOS ANGELES, CA, 90014	(562) 972-1500	
52384202	MANPOWER, INC. 10350 HERITAGE PARK DRIVE, SUITE 107, SANTA FE SPRINGS, CA, 90670	(562) 903-3990	
52384203	MANPOWER, INC. 21271 NETWORK PLACE, CHICAGO, IL, 60673-1212	(213) 627-6260	
15841801	MAPP & ASSOCIATES INC., DBA FINESSE STAFFING P.O. BOX 9077, RANCHO CUCAMONGA, CA, CA, 91701	(909) 466-9933	
51041101	MARAVILLA FOUNDATION 5729 EAST UNION PACIFIC, COMMERCE, CA, 90022	(323) 868-4549	
16632001	MARGIE A WILSON 686 ARROYO PARKWAY, SUITE #180, PASADENA, CA, 91105-3233	(626) 255-8926	
10484201	MARIAN LUI 553 GERONA AVE., SAN GABRIEL, CA, 91775-2227	(626) 287-6603	
17369401	MARIKO TECHNOLOGY SOLUTIONS, INC. P.O. BOX 530126, HENDERSON, NV, 89053	(702) 489-2370	
15170401	MARLORIE F GAYLE 4659 W SLAUSON AVENUE #501, LOS ANGELES, CA, 90056	(310) 562-4415	
14472301	MARY E SAMPSON 333 FIRST ST., STE. K-212, SEAL BEACH, CA, 90740	(562) 431-8897	
13309801	MARY L MILLER 1258 N. ALTADENA DR., PASADENA, CA, 91107	(626) 398-7789	

<<PREV PAGE Go to Page 43 NEXT PAGE>>

Page 43 of 81

[Back to Last Window](#)

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
10946201	MARY M. WALLER SIMMONS 1938 VIRGINIA RD., LOS ANGELES, CA, 90016-1730	(323) 732-6102	
17020601	MATERIAL AND CONTRACT SERVICES 250 N. GOLDEN CIRCLE DR., SUITE 205, SANTA ANA, CA, 92705	(714) 647-1520	
14816601	MATT PLOTKIN 319 PALOS VERDES BLVD SUITE 314, REDONDO BEACH, CA, 90277	(626) 394-3206	
11626401	MAXENE JOHNSTON 6167 BRISTOL PKWY., STE. 140, CULVER CITY, CA, 90230-6611	(310) 410-3905	
10367101	MAXIMUM TECHNOLOGY SOLUTIONS 20941 DEVONSHIRE ST., STE. 204, CHATSWORTH, CA, 91311-8281	(818) 865-2320 Ext:105	
51883401	MAXIMUS, INC. 3307 N GLENOAKS BLVD., BURBANK, CA, 91504	(818) 729-8800	
51683402	MAXIMUS, INC. 1891 METRO CENTER DRIVE, RESTON, VA, 20190-5207	(703) 251-8500 Ext:636	
51683403	MAXIMUS, INC. 10474 SANTA MONICA BLVD., STE. 208, LOS ANGELES, CA, 90025-6930	(310) 475-9001	
51883406	MAXIMUS, INC. 1033 SKOKIE BOULEVARD, SUITE 350, NORTHBROOK, IL, 60062	(847) 513-5510	
51683407	MAXIMUS, INC. 4320 ALBURN BLVD., STE. 2000, SACRAMENTO, CA, 95841-4154	(916) 485-8102	
51883409	MAXIMUS, INC. 998 OLD EAGLE SCHOOL RD., STE. 1215, WAYNE, PA, 19087-1805	(610) 687-9202	
16687101	MBN SERVICES INC 1608 MURRAY & ASSOCIATES, 1677 EUREKA ROAD SUITE 202, ROSEVILLE, CA, 95661	(916) 784-9880	

<<PREV PAGE Go to Page 44 NEXT PAGE>>

Page 44 of 81

[Back to Last Window](#)

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
14894601	MCDERMOTT & BULL, INC. 2 VENTURE, SUITE 100, IRVINE, CA, 92618	(949) 753-1700 Ext:317	
10632601	MCS REHABILITATION, INC. 3333 WILSHIRE BLVD., SUITE 405, LOS ANGELES, CA, 90010-4111	(213) 385-5312	
10632602	MCS REHABILITATION, INC. AMERICAN MEDICAL CAREERS, 3333 WILSHIRE BLVD., UNIT 208, LOS ANGELES, CA, 90010	(213) 387-8800	
14799001	MDJC INC / LINK STAFFING SERVICES 2013 W. BEVERLY BLVD, SUITE # C, MONTEBELLO, CA, 90640	(626) 919-0695	
15776601	MDT PERSONNEL, LLC 17757 U.S. HIGHWAY 19 NO. SUITE 660, CLEARWATER, FL, 33764	(727) 724-2600 Ext:3005	
13837201	MEDSEARCH FINANCIAL INC. 940 SOUTH COAST DR, SUITE #110, COSTA MESA, CA, 92626	(714) 688-8700	
12452001	MEGACOM 2000, INC. 1001 AVENIDA PICO, #C-282, SAN CLEMENTE, CA, 92673	(909) 268-4802	
16504301	MENT CONDITION, LLC P.O. BOX, MONTCLAIR, CA, 91763	(323) 213-0528	
11770401	MENTOR 4, INC. 1225 W. 190TH ST., STE. 100, GARDENA, CA, 90248-4336	(310) 851-2060	
15448301	MERRAINE GROUP INC. ONE EXECUTIVE BLVD., SUITE #110, SUFFERN, NY, 10901	(845) 357-3355 Ext:102	
17535101	METAVISTA CONSULTING GROUP 1215 K STREET, 17TH FLOOR, SACRAMENTO, CA, 95814	(916) 779-1694	
10375501	MICHAEL L STINE 4845 PARKGLEN AVE., LOS ANGELES, CA, 90043-1011	(323) 294-8271	

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
13092101	MICRO BUSINESS SOLUTIONS INC 6882 PRAGRANS WAY., WOODLAND HILLS, CA, 91367	(818) 324-4160	
12933801	MILITARY STARS LLC 6497 PARKLAND DRIVE, SUITE G., SARASOTA, FL, 34243	(941) 684-0133 Ext:181	
12655001	MISI COMPANY LTD 1000 CORPORATE CENTER DR, STE. 140, MONTEREY PARK, CA, 91754-7610	(323) 261-3500 Ext:107	
51077901	MODIS, INCORPORATED 1230 ROSECRANS AVE., STE. 210, MANHATTAN BEACH, CA, 90266-2477	(310) 727-1919 Ext:261	
51077905	MODIS, INCORPORATED DEPT CH 10682, PALATINE, IL, 60065-0682	(866) 544-2216	
51077906	MODIS, INCORPORATED P.O. BOX 1020410, ATLANTA, GA, 30368-0410	(310) 765-2270	
50147401	MORRIS & BERGER 201 S. LAKE AVE., STE. 700, PASADENA, CA, 91101-3068	(626) 795-0522	
11681401	MORRISONMGNABB 20 CURTIS AVE., SAN RAFAEL, CA, 94901-2007	(415) 459-3291	
11285901	MOTIVATIONAL SYSTEMS INTL 11867 MOUNT ROYAL CT., RANCHO CUCAMONGA, CA, 91737-7954	(626) 222-2007	
15525301	MOUNTAIN MANAGEMENT GROUP LLC 104 VERA LANE., CONFLUENCE, PA, 15424	(828) 669-0338	
17173301	MOZAIK SOLUTIONS 215 SOUTH HIGHWAY 101, SUITE 209, SOLANA BEACH, CA, 92075	(949) 433-7836	
11269701	MRS GLOBAL, INC 11707 FAIR OAKS BLVD., FAIR OAKS, CA, 95628-2848	(916) 860-8656	

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
11101001	MITS ADVANCED CORP 22817 VENTURA BLVD. # 448, WOODLAND HILLS, CA, 91364-1202	(818) 864-3500 Ext:113	
10573501	MULTI ASSET PERSONNEL PO BOX 1224, PARAMOUNT, CA, 90723-1224	(310) 637-8072	
11582801	MULTI STATE ASSOCIATES 3931 LOS OLIVOS LN., LA CRESCENTA, CA, 91214-1629	(818) 248-5900	
17297901	MY NEXT CAREER PATH, LLC PO BOX 570878, LAS VEGAS, NV, 89157-0878	(844) 579-6527 Ext:101	
13745701	NANCY D ERBE 3565 LINDEN AVENUE 306, LONG BEACH, CA, 90807	(310) 243-2805	
12295701	NAS RECRUITMENT COMMUNICATIONS 15303 VENTURA BLVD., STE. 1050, SHERMAN OAKS, CA, 91403-5862	(818) 906-3313 Ext:40	
12815001	NAT APHUNPUNYAKU PO BOX 8116, INDUSTRY, CA, 91748-3900	(909) 869-6581	
15094601	NATL INSTITUTE FOR PREVENTION OF WORKPLACE VIOLENCE INC PO BOX 8116, INDUSTRY, CA, 91748-3900	(949) 770-5264	
10241001	NATIONAL BUSINESS SOLUTIONS 14151 NEWPORT AVE., STE. 100, TUSTIN, CA, 92780-5174	(714) 368-0300	
12550601	NATIONAL COUNCIL ON THE AGING 1020 N. FAIR OAKS AVE., PASADENA, CA, 91103	(626) 791-5010	
14041801	NATIONAL STAFFING SOLUTIONS 4031 AVALON PARKWAY BLVD., ORLANDO, FL, 32828	(407) 482-2772	
10023901	NCH CORPORATION PO BOX 650196, DALLAS, TX, 75266-0196	(972) 579-2817	

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
10023902	NCH CORPORATION DYNA SYSTEMS DIVISION, PO BOX 655326, DALLAS, TX, 75265-5326	(800) 336-0450	
10023903	NCH CORPORATION X-ERSON, PO BOX 655326, DALLAS, TX, 75265-5326	(800) 336-0450	
10023904	NCH CORPORATION PARTSMASER, PO BOX 655326, DALLAS, TX, 75265-5326	(800) 336-0450	
10023905	NCH CORPORATION CERTIFIED LABS, PO BOX 2493, FORT WORTH, TX, 76113-2493	(800) 527-9919 Ext:0563	
10023906	NCH CORPORATION CHEMSEARCH, PO BOX 152170, IRVING, TX, 75015-2170	(800) 527-9919 Ext:0563	
10023907	NCH CORPORATION CHEMSEARCH DIV, 2727 CHEMSEARCH BLVD, IRVING, TX, 75062-6498	(972) 438-0511	
10023908	NCH CORPORATION CERTIFIED LAB, 360 N. SEPULVEDA BLVD # 2080, EL SEGUNDO, CA, 90245	(714) 479-3843	
10023909	NCH CORPORATION PO BOX 971269, DALLAS, TX, 75397-1269	(800) 527-9919 Ext:0541	
10023910	NCH CORPORATION CHEMSEARCH, PO BOX 152170, IRVING, TX, 75015-2170	(800) 527-9919 Ext:0541	
10023911	NCH CORPORATION CERTIFIED LABS DIV, 2727 CHEMSEARCH BLVD, IRVING, TX, 75062-6498	(972) 438-0240 Ext:2563	
10023912	NCH CORPORATION X-ERSON, PO BOX 655326, DALLAS, TX, 75265	(800) 336-0450	
16527801	NEHER & ASSOCIATES, LLC 3790 MILLERTON PLACE, SUITE 100, WEST SACRAMENTO, CA, 95691-5481	(916) 443-2421 Ext:2	

Sub-Class #	Description	Vendor ID	Company Name	Phone	LSBE Certified
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT				
15079101	NERUKA G OKPARA INTEGRATED RESOURCE MANAGEMENT SERVICES, P.O. BOX 1462, BELLFLOWER, CA. 90707			(562) 335-7301	
10618901	NET TECH GROUP 11 CANAL CENTER PLZ., STE. 105., ALEXANDRIA, VA. 22314-1595			(703) 535-1010 Ext:228	
10800701	NETRESSELL INCORPORATED PO BOX 75920., LOS ANGELES, CA. 90075-0820			(213) 389-4729 Ext:13	
91691701	NEW DIRECTIONS INC 11303 WILSHIRE BLVD., VA BLDG 116., LOS ANGELES, CA. 90073-1003			(310) 914-4045 Ext:112	
13231101	NEWERA SERVICES INC 1738 E CHARLESTON BLVD, SUITE164, LAS VEGAS, NV, 89104			(323) 643-5703	
14376401	NEW LEAF STAFFING, INC. 65 PINE AVENUE, SUITE 814, LONG BEACH, CA. 90802			(562) 492-6816	
11115401	NEW LIFE OPTIONS AKA THE MINDSPAN PROJECT, 14431 VENTURA BLVD STE 312, SHERMAN OAKS, CA. 91423-2606			(818) 742-5099	
16832401	NEWLYFE HEALTH LLC 1931 H ST., SACRAMENTO, CA. 95816			(916) 905-2111	
13838201	NEWYORK'S FINEST INVESTIGATIONS, INC. 1010 WORLD TRADE WAY, STE 369, NEW WINDSOR, NY, 12553			(845) 587-4200	
95609001	NEWPOINT GROUP 2555 3RD ST., STE. 215., SACRAMENTO, CA. 95818-1100			(916) 442-0469	
10543501	NEWPOINT MANAGEMENT LLC 144 GREENBRIAR LN., LA PUENTE, CA. 91744-4742			(626) 330-1958	
15322901	NICOLE HOWARDMAZZ GLOBAL RECRUITMT SYS LLC 2604 EAST HWY 190 2ND FLOOR, 2301 EPPINETTE DR, COPPERAS COVE, TX, 76522			(254) 432-1775	

Sub-Class #	Description	Vendor ID	Company Name	Phone	LSBE Certified
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT				
96246201	NORTHROP GRUMMAN SYSTEMS CORPORATION 1400 TALBOT RD. S. STE. 500, RENTON, WA. 98055-4290			(425) 793-3861 Ext:3861	
96246202	NORTHROP GRUMMAN SYSTEMS CORPORATION 200 S. SAN PEDRO STREET, SUITE 501, LOS ANGELES, CA. 90012			(909) 225-2257	
96246203	NORTHROP GRUMMAN SYSTEMS CORPORATION 7575 COLSHIRE DRIVE, MCLEAN, VA. 22102			(703) 556-1694	
96246204	NORTHROP GRUMMAN SYSTEMS CORPORATION INFORMATION TECHNOLOGY, INC. 7575 COLSHIRE DRIVE, MCLEAN, VA. 22102			( )	
11614901	ODESUS 11788 WILSHIRE BOULEVARD STE 400., LOS ANGELES, CA. 90025			(310) 473-4600 Ext:103	
14633901	OFFICE RESOURCE & STAFFING LLC PO BOX 940485., MIAMI, FL. 33194			(305) 972-6886	
16830701	OLSKOOL MINISTRIES 7401 CRENSHAW BLVD., 231, LOS ANGELES, CA. 90043			(323) 770-6320	
11689601	ONSITE AVIATION, LLC 6167 BRISTOL PKWY., STE. 200., CULVER CITY, CA. 90230-6642			(310) 258-1403	
11763701	ONSTAFF 530 W. DUARTE RD, UNIT B., MONROVIA, CA. 91016-5360			(818) 652-2794	
15319501	ONUR ULGEN INC 19728 MICHIGAN AVE., DEARBORN, MI. 48126			(313) 441-4460 Ext:1013	
10865901	ORBIS PARTNERS INC. 111 COLONNADE RD. N., SUITE 207, OTTAWA, ONTARIO., K2E7M-3			(613) 236-0773	
11966301	ORGANIZATIONMANAGEMENT CONSUL 11193 W. YUCCA, LITTLETON, CO. 80125-9283			(303) 933-7433	

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
15884301	P.I.E. MANAGEMENT, L.L.C. 155 N. RIVERVIEW DRIVE, ANAHEIM HILLS, CA, 92808	(714) 769-9095	
16297601	PANFA SOLUTIONS, INC. 714 WEST OLYMPIC BLVD UNIT 752, LOS ANGELES, CA, 90015	(213) 624-3400	
11118101	PARTNERS IN DIVERSITY INC 690 E. GREEN STREET, SUITE 101, PASADENA, CA, 91101	(626) 793-0020 Ext:222	View
11863201	PARTNERS IN ENTERPRISE, INC. 101 N. VICTORY BLVD., SUITE L-254, BURBANK, CA, 91502-1847	(250) 652-9203	
10843901	PARTNERSHIP CALIFORNIA INC 2025 ATLANTIC AVE., LONG BEACH, CA, 90806-4916	(562) 218-4157	
10159801	PAT WOODS ASSOCIATES, LTD, LLC PO BOX 660171, SACRAMENTO, CA, 95865-0171	(916) 558-3756	
1728701	PATRICIA ALVARADO 2377 S. SABRE AVE., FRESNO, CA, 93727	(619) 813-6445	
13936801	PATRICIA L BOACH PO BOX 90307, LOS ANGELES, CA, 90009-0307	(310) 618-0944	
10802601	PAUL O'REILLY 7530 SUNNYWOOD LN., LOS ANGELES, CA, 90046-1248	(323) 851-5160	
14969901	PAY PRO INC. PAYSTAFF PACIFIC, 1000 CORPORATE CENTER DRIVE STE 350, MONTEREY PARK, CA, 91754-7610	(323) 263-3386 Ext:201	
15157601	PAYSTAFF PACIFIC INC 1000 CORPORATE CENTER DRIVE STE 350, MONTEREY PARK, CA, 91754	(323) 263-3388 Ext:210	
92703901	POD PERSONNEL SERVICES, INC. 777 S. FIGUEROA ST., STE. 2500, LOS ANGELES, CA, 90017-5857	(213) 408-0262 Ext:227	

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
92703902	POD PERSONNEL SERVICES, INC. 8841 AIRPORT BLVD., STE. 800, LOS ANGELES, CA, 90045-5420	(310) 342-3777 Ext:306	
92703905	POD PERSONNEL SERVICES, INC. 8841 AIRPORT BLVD., STE. 800, LOS ANGELES, CA, 90045-5420	(310) 342-3777 Ext:803	
14188501	PEAK TECHNICAL SERVICES 6355 TOPANGA CANYON BOULEVARD, SUITE 410, WOODLAND HILLS, CA, 91367-2102	(818) 883-3627	
14620701	PEOPLES CENTER 382 N. LEMON AVENUE, NO. 220, WALNUT, CA, 91789-2344	(213) 507-7361	
10331401	PERCEPTIVE ENTERPRISES, INC. 844 COLORADO BLVD. SUITE 204, LOS ANGELES, CA, 90041	(323) 254-5000	View
12188401	PERSONNEL DECISIONS 45 S. 7TH ST., STE. 2000, MINNEAPOLIS, MN, 55402-1625	(310) 201-4462	
16078201	PLANNING NETWORK INC 14500 ROSCOE BLVD 4TH FLOOR, PANORAMA CITY, CA, 91402-4164	(818) 448-6847	View
11356101	PHENOMENAL AMBITIONS 9081 FM 78, STE. 102-131, CONVERSE, TX, 78109-1202	(210) 601-0028	
13298501	PHP PACIFIC INC PREMIER HEALTHCARE PROFESSIONALS INC, 8 STAR THISTLE, IRVINE, CA, 92604	(949) 681-8131	
10399201	PINAMAR CORP 11124 WASHINGTON BLVD., CULVER CITY, CA, 90232-3902	(310) 387-4470	
10868901	POLICY STUDIES INC 1515 WYNNKOOP ST., SUITE 400, DENVER, CO, 80202-1092	(303) 863-0900	
13501201	POPULAR TECH 14151 NEWPORT AVE SUITE 204, TUSTIN, CA, 92780	(949) 215-9650 Ext:129	

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
51218401	POVERNY & ASSOCIATES 3215 ETRICK ST., LOS ANGELES, CA, 90027-2503	(323) 661-0403	
11463901	PRACTICAL DATA PROCESSING, INC 11515 ARTESIA BLVD., ARTESIA, CA, 90701-3852	(562) 402-7208 Ext:39	
14864001	PRECISE FIT LIMITED-ONE LLC PFI TECH, 5761 ROCKENBACHER RD, COMMERCE, CA, 90040	(310) 824-1800 Ext:108	
16601401	PREFERRED NURSING, INC 5121 SOUTH STREET., LAKEWOOD, CA, 90712-1245	(562) 920-5392	
14527501	PREFERRED NURSING, INC 15550 DEVONSHIRE STREET, SUITE300., GRANADA HILLS, CA, 91344	(818) 920-1222	
11411001	PREMIER HEALTHCARE PROFESSIONALS 8 STAR THISTLE., IRVINE, CA, 92604	(949) 681-8131	
14137901	PREMIER MARKETING SERVICES, 222 FASHION LANE, SUITE 112, TUSTIN, CA, 92780	(714) 544-7674	
16169401	PREMIER NURSING SERVICES, INC 444 W. OCEAN BLVD., SUITE 1090., LONG BEACH, CA, 90802	(800) 225-1992	
14703601	PREMIER PERSONNEL RESOURCES 12015 SLAUSON AVE., SUITE L, SANTA FE SPRINGS, CA, 90670-8451	(562) 236-1595	
13828001	PREMIER STAFFING SOURCE, INC 4640 FORBES BLVD., SUITE 200A, LANHAM MD, 20706	(301) 306-0502	
13639201	PRESTIGE ANALYTICS SEMPER INTERNATIONAL LLC, 11988 AVIATION BLVD, INGLEWOOD, CA, 90304	(310) 725-2810	
15723801	PRESTIGE ANALYTICS 7548 HAWKES PEAK WAY., SAN DIEGO, CA, 92126	(530) 220-3933	

<<PREV PAGE Go to Page: 53 NEXT PAGE>>

Page 53 of 81

Back to Last Window

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
00036901	PRICE WATERHOUSE COOPERS, LLP 21650 ONWARD ST, STE 1900., WOODLAND HILLS, CA, 913677801	(818) 257-2035	
00036903	PRICE WATERHOUSE COOPERS, LLP P.O. BOX 7247-7190., PHILADELPHIA, PA, 19170-7190	(213) 553-6030	
00036906	PRICE WATERHOUSE COOPERS, LLP MARK ERATH OR MIKE GALPER, 350 SOUTH GRAND AVENUE, LOS ANGELES, CA, 90071	(703) 918-1249	
00036909	PRICE WATERHOUSE COOPERS, LLP 6500 ROCK SPRING DR., STE 500, INVESTMENT SURVEY, BETHESDA, MD, 20817-1149	(000) 000-0000	
05918901	PRO TEM SOLUTIONS INC 249 E. OCEAN BLVD., STE. 500., LONG BEACH, CA, 90802-8806	(562) 216-6400	
05918902	PRO TEM SOLUTIONS INC 249 E. OCEAN BLVD., STE. 500., LONG BEACH, CA, 90802-8806	(562) 216-6400	
52236601	PROCUREMENT SERVICES ASSOC 250 N. GOLDEN CIRCLE DR., STE. 100., SANTA ANA, CA, 92705-4023	(714) 647-1520	
52236602	PROCUREMENT SERVICES ASSOC PO BOX 12096., PLEASANTON, CA, 94588-2096	(925) 480-0397	
52236603	PROCUREMENT SERVICES ASSOC PO BOX 6042, ASSOCIATES, CONCORD, CA, 94524-1042	(925) 685-4289	
15999401	PROFESSIONAL CONSULTING SERVICES PCS CONSULTANTS INC, 1910 ARCHIBALD AVE STE N, ONTARIO, CA, 91761	(909) 563-8800	
12792901	PROFESSIONAL SELECT 732E EDEN WAY, N. # 150., CHESAPEAKE, VA, 23320-2790	(757) 962-0835	
12284301	PROFESSIONAL STAFFING 950 FULTON AVE., STE. 230., SACRAMENTO, CA, 95825-4518	(916) 482-8677	

<<PREV PAGE Go to Page: 54 NEXT PAGE>>

Page 54 of 81

Back to Last Window

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
10123701	PROFIT BY SOLUTIONS, INC. 1521 NOGALES ST., STE. 8737, ROWLAND HEIGHTS, CA, 91746-9000	(909) 277-1554 Ext:01	
11186001	PROGRAMMERS, INC. 700 N. CENTRAL AVE., STE. 470, GLENDALE, CA, 91203-3225	(818) 553-1388 Ext:18	
11182601	PROGRESSIVE EMPLOYEE MANAGEMENT 2549 CAMERON AVE., COVINA, CA, 91724-3924	(213) 810-5057	
13875801	PROMAC SOLUTION INC 9916 BUNDORAN DRIVE, AUSTIN, TX, 78717	(310) 733-3076	
14893401	PROSOFT TECHNOLOGY GROUP 2001 BUTTERFIELD RD., SUITE 305, DOWNERS GROVE, IL, 60515	(630) 725-1800	
04308201	PSYCHOLOGICAL SERVICES INC 100 W. BROADWAY, STE. 1100, GLENDALE, CA, 91210-1216	(818) 244-0033 Ext:215	
12719701	PUBLIC HEALTH FOUNDATION ENTERPRISES INC 12801 CROSSROADS PKWY SO SUITE 200, CITY OF INDUSTRY, CA, 91746	(562) 222-7822	
12719702	PUBLIC HEALTH FOUNDATION ENTERPRISES INC SOUTHERN CALIFORNIA PUBLIC HEALTH ASSOCIATION, 13200 CROSSROADS PKWY N STE 135, CITY OF INDUSTRY, CA, 91746-3420	(562) 689-7320	
12719703	PUBLIC HEALTH FOUNDATION ENTERPRISES INC ENTERPRISES INC, 12801 CROSSROADS PARKWAY SOUTH SUITE 200, CITY OF INDUSTRY, CA, 91746-3505	(562) 699-7320 Ext:246	
12719704	PUBLIC HEALTH FOUNDATION ENTERPRISES INC PHFE MANAGEMENT SOLUTIONS, PO BOX 27980, LOS ANGELES, CA, 90027-0980	(323) 671-1877	
12719705	PUBLIC HEALTH FOUNDATION ENTERPRISES INC 828 N. ALVARADO, LOS ANGELES, CA, 90028	(562) 222-7822	
13792601	PUBLIC POLICY ASSOCIATES 134 LYELL STREET, LOS ALTOS, CA, 94022	(650) 947-4988	

<<PREV PAGE Go to Page: 55 >> NEXT PAGE>>

Page 55 of 81

Back to Last Window

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
13941501	PUBLIC SECTOR PARTNERS 3539 BRADSHAW ROAD, SUITE B-388, SACRAMENTO, CA, 95827	(916) 844-6003	
147227001	TALENT ACQUISITION LLC 6060 CENTER DRIVE, 6TH FLOOR, LOS ANGELES, CA, 90045	(310) 242-5540	
12448201	QUADRANT MANAGEMENT SERVICES 700 S. FLOWER ST., STE. 1100, LOS ANGELES, CA, 90017-4113	(323) 384-4875	
10184101	S SYSTEMS, INC 5000 WINDPLAY DR., STE. 5, EL DORADO HILLS, CA, 95762-9319	(916) 939-5163	
16452201	RADGOV, INC. 6750 N. ANDREWS AVE., SUITE 200, FORT LAUDERDALE, FL, 33309	(954) 938-2800	
14582901	RADIOLOGIC ENTERPRISES INC RESOURCES ON CALL, 2810 18TH STREET NE, HICKORY, NC, 28601	(828) 345-8251 Ext:421	
16398401	RAHLA KAHN 22220 CALABASH STREET, WOODLAND HILLS, CA, 91364	(818) 591-7529	
05186601	RALPH ANDERSON & ASSOCIATES 5800 STANFORD RANCH ROAD, SUITE 410, ROCKLIN, CA, 95765	(916) 630-4900 Ext:318	
14172501	RANDEE FOWLER TECHNOLOGIES, 215 THROCKMORTON AVENUE # 3, MILL VALLEY, CA, 94941	(415) 381-4051	
15603001	RAVE SECURITY SOLUTIONS 1201 W CHANNEL ISLANDS BLVD., OXNARD, CA, 93033	(805) 512-1244	
05940501	RAY SWEET 355 S. GRAND AVE., STE. 4285, LOS ANGELES, CA, 90071-1560	(213) 613-5000	
11854901	RC ASSOCIATES STAFFING SERVICE 3701 STOCKER ST., STE. 200, LOS ANGELES, CA, 90008-5144	(323) 292-3124	

<<PREV PAGE Go to Page: 56 >> NEXT PAGE>>

Page 56 of 81

Back to Last Window

Sub-Class #	Description
918-95	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
15025901	READYTOMANAGE INC 7505 EARLDOM AVE., PLAYA DEL REY, CA, 90293	(310) 648-8304	
11509001	REALTY RESCUE REVIEW 24325 CRENSHAW BLVD., # 402., TORRANCE, CA, 90505-5349	(310) 901-4590	
12380001	REBECCA FLORES 920 W. 17TH ST., STE. A., SANTA ANA, CA, 92706-3576	(714) 443-3335	
14397501	RECURSE COMMUNICATIONS, INC. ROI RECRUITMENT SOLUTIONS RCI RECRUITMENT SOLUTIONS, 550 HERITAGE DRIVE, JUPITER, FL, 33458	(561) 686-6800 Ext:1213	
14840001	RED ENGINE CONSULTING LLC 11271 VENTURA BLVD STE 314., STUDIO CITY, CA, 91604	(818) 480-0578	
14264801	REED-SHAW ASSOCIATES, INC. 1954 HILLHURST AVE STE 172., LOS ANGELES, CA, 90027-2722	(323) 309-3326	
16211401	REGAL EXECUTIVE SEARCH 2601 HUNTINGTON LANE., REDONDO BEACH, CA, 90278	(310) 765-0787	
16658001	RELIABLE RESOURCES INC 5254 POMONA BL, 9711 E BEVERLY BL, LOS ANGELES, CA, 90022	(323) 722-1318	
50463301	REMX TECHNOLOGY GROUP 700 S. FLOWER ST., STE. 1201., LOS ANGELES, CA, 90017-4114	(213) 488-0623	
50463302	REMX TECHNOLOGY GROUP 3501 SEPULVEDA BLVD, STE. 101., TORRANCE, CA, 90505-2538	(800) 673-0045	
50463303	REMX TECHNOLOGY GROUP FILE #82460., LOS ANGELES, CA, 90074-2460	(310) 827-4266	
11034201	RENOIR CORPORATION 15233 VENTURA BLVD., SHERMAN OAKS, CA, 91403-2201	(310) 426-2976	

<<PREV PAGE Go to Page: 57 NEXT PAGE>>

Page 57 of 81

Back to Last Window

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
15990301	RESULTS COMPANY 2870 PEACHTREE ROAD, SUITE 143, ATLANTA, GA, 30305	(770) 367-5444	
11861201	RHONDA RILEY 1622 E. CYRENE DR., CARSON, CA, 90746-2928	(310) 283-2145	
13311801	RICHARD J EBERLIN 115 W 4TH ST, UNIT 412, LONG BEACH, CA, 90802	(619) 708-6548	
15823301	RIVIERA, INC THE ENTERPRISE UNIVERSITY, 4051 GLENCOE AVENUE SUITE 9, MARINA DEL REY, CA, 90292-5646	(818) 246-4648	Y/NEW
13884501	ROBERT EADDY 12200 FORD ROAD, SUITE 360, DALLAS, TX, 75234	(972) 241-4848	
12785701	ROBERT F ZAMORA 16833 SOMERSET PL., FONTANA, CA, 92336-1220	(909) 477-9391	
03344501	ROBERT HALF INTERNATIONAL INC 10877 WILSHIRE BLVD., SUITE 400, WESTWOOD, CA, 90024	(213) 624-8335 Ext:213	
03344502	ROBERT HALF INTERNATIONAL INC 865 SOUTH FIGUEROA STREET, SUITE 2800, LOS ANGELES, CA, 90017	(213) 624-1442	
03344503	ROBERT HALF INTERNATIONAL INC 21700 OXNARD STREET, SUITE 1400, WOODLAND HILLS, CA, 91367	(818) 703-8818	
03344504	ROBERT HALF INTERNATIONAL INC OFFICE TEAM, FILE 73484 / P.O. BOX 60000, SAN FRANCISCO, CA, 94160-3484	(800) 356-1984	
03344505	ROBERT HALF INTERNATIONAL INC 13181 CROSSROADS PARKWAY NORTH, SUITE 110, CITY OF INDUSTRY, CA, 13181	(562) 478-1243 Ext:23224	
03344505	ROBERT HALF INTERNATIONAL INC ACCOUNTemps, PO BOX 743295, LOS ANGELES, CA, 90074-3295	(626) 815-1019 Ext:116	

<<PREV PAGE Go to Page: 58 NEXT PAGE>>

Page 58 of 81

Back to Last Window

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
9334450Z	ROBERT HALF INTERNATIONAL INC. 13181 CROSSROADS PARKWAY NORTH, SUITE 110, CITY OF INDUSTRY, CA, 91746	(562) 478-1234 Ext:25224	
14218101	ROBERT J SPIERER 23432 THORNWOOD DR., SANTA CLARITA, CA, 91321-3953	(661) 253-1426	
15640901	ROBERT LANTER 5301 PINE STREET., OAKLEY, CA, 94561	(925) 437-0821	
13894101	ROBERT T OLMOS 2120 E LIVE OAK DRIVE., LOS ANGELES, CA, 90068	(323) 578-4704	
11484001	ROBERTSON & ASSOCIATES 3932 N. VIRGINIA RD., UNIT. 106, LONG BEACH, CA, 90807-2680	(562) 424-5448	
15623601	ROBIN R COLE 4822 5TH AVE., LOS ANGELES, CA, 90043	(323) 788-5426	
14803901	RODNEY J GORIE POST OFFICE BOX 862100., LOS ANGELES, CA, 90086-2100	(213) 500-8381	
14874401	RONIN STAFFING LLC 300 EAST MAGNOLIA BLVD., SUITE 401, BURBANK, CA, 91502	(818) 973-7135	
16060101	RONNIE KOVACH'S OUTDOOR ENTERPRISES INC. PO BOX 3118., HUNTINGTON BEACH, CA, 92605	(714) 745-3353	
10424701	ROSE INTERNATIONAL 16401 SWINGLEY RIDGE ROAD, SUITE 300, CHESTERFIELD, MO, 63017-0757	(636) 812-4000 Ext:6013	
13912001	ROSIE MULLIGAN 1423 W. MANCHESTER AVENUE, SUITE 'C', LOS ANGELES, CA, 90047	(323) 750-3592	
15736601	ROXANA S NARAGHI 4924 BALBOA BLVD., #467, ENCINO, CA, 91316	(310) 437-3389	

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
13798901	RUBEN PACHECO 6230 TELEGRAPH RD. #2106., VENTURA, CA, 93003	(805) 794-3964	
11309201	RUDY LEFLORE 8015 OCEAN VIEW AVE., WHITTIER, CA, 90602-2750	(562) 686-8986	
10512701	RULEMEISTER INC 13191 CROSSROADS PARKWAY, SUITE 295, INDUSTRY, CA, 91746	(562) 695-2910	
16598001	RUNAWAY GIRL, FPC 138 CAPISTRANO AVE., SHELL BEACH, CA, 93449	(805) 265-3714	
11517301	RUSS AEBIG 11 FLORENTINE., ALISO VIEJO, CA, 92656-4229	(949) 305-9753	
06156201	RYDEK COMPUTER PROFESSIONALS 13636 VENTURA BLVD UNIT 410., SHERMAN OAKS, CA, 91423	(310) 641-9800 Ext:6	
06156202	RYDEK COMPUTER PROFESSIONALS P.O. BOX 8243., PASADENA, CA, 91109-8243	(310) 641-9800 Ext:16	
12271601	S & J BUSINESS CONSULTING 1146 N. CENTRAL AVE., STE. 334., GLENDALE, CA, 91202-2508	(818) 312-4637	
10795001	S. C. MYERS & ASSOCIATES INC 8615 WISCONSIN AVE. NW., WASHINGTON, DC, 20016-3007	(202) 244-2616 Ext:12	
10902501	SAALEX SOLUTIONS INC. 811-A CAMARILLO SPRINGS ROAD., CAMARILLO, CA, 93012	(805) 482-1070	
14190801	SABER 12440 434TH AVE SE., NORTH BEND, WA, 98045	(425) 223-8054	
50549801	SAFE REFUGE 1041 REDONDO AVE., LONG BEACH, CA, 90804-3928	(562) 987-5722	

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
50549802	SAFE REFUGE 1041 REDONDO AVE., LONG BEACH, CA, 90804-3928	(562) 987-5722	
50549804	SAFE REFUGE 1046 REDONDO AVE., LONG BEACH, CA, 90804	(562) 719-2104	
18759401	SAGATICA LLC 9538 LAKE MURRAY BLVD #334, LA MESA, CA, 91942	(619) 668-8500	
16120101	SAHAR CONSULTING, LLC 8970 WHEATLAND AVE., SHADOW HILLS, CA, 91040	(818) 554-4737	
17485001	SALEX CORP 11684 VENTURA BLVD., SUITE 239, STUDIO CITY, CA, 91604	(818) 400-5670	Y/AY
17055001	SAMSARA INCORPORATED 12975 AGUSTIN PLACE, UNIT 137, PLAYA VISTA, CA, 90094	(310) 737-8075	
14249801	SAN DIEGO PERSONNEL GOOD PEOPLE EMPLOY. SVS., 13244 IMPERIAL HWY, SANTA FE SPRINGS, CA, 90620	(562) 229-1091	
14249802	SAN DIEGO PERSONNEL GOOD PEOPLE EMPLOYMENT SERVICES, PO BOX 22840, SAN DIEGO, CA, 92192	(658) 467-1348	
14249803	SAN DIEGO PERSONNEL GOOD PEOPLE EMPLOYMENT SERVICES, 18000 STUDEBAKER STE., 700, CERRITOS, CA, 90703	(858) 467-1348	
16587101	SANDRA O LINDOERFER 3579 EAST FOOTHILL BLVD, STE. 294, PASADENA, CA, 91107	(626) 710-7266	
10153301	SANDRA DAVIS 3963 MCCLUNG DR., LOS ANGELES, CA, 90008-2638	(323) 291-8245	
51576701	SANTA MONICA BAY RESTORATION FOUNDATION, 320 WEST 4TH STREET, SUITE 200, LOS ANGELES, CA, 90013	(213) 576-6615	

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
51576702	SANTA MONICA BAY 320 W. 4TH ST., FL. 2, LOS ANGELES, CA, 90013-2342	(213) 576-6641	
14343101	SATURN STAFFING SOLUTIONS, INC 2400 CHESTERWOOD DRIVE, LITTLE ELM, TX, 75068	(469) 287-8071	
12806501	SAVANCE, LLC 18292 MIDDLEBELT RD., LIVONIA, MI, 48152-5007	(248) 478-2555 Ext:111	
17261001	SEARCHPROS STAFFING 6583 AUBURN BLVD., CITRUS HEIGHTS, CA, 95621	(916) 721-6000	
15544701	SHAD REZAI WATERWORKS CONSULTING SERVICES, 5505 NEWCASTLE LANE, CALABASAS, CA, 91302	(818) 599-3786	
14773901	SHAFFER PSYCHOLOGICAL INSTITUTE 753 BASIN STREET, SAN PEDRO, CA, 90731	(310) 848-6868	
10703401	SHANGHAI NOODLE COMPANY LLC 559 S. FAIR OAKS AVE., STE. 339, PASADENA, CA, 91105-2605	(626) 221-5200	
12902901	SHARON KINNEY P.O. BOX 6325, BAKERSFIELD, CA, 93386-6325	(661) 871-8155	
06290401	SHARON WYSINGER 5522 S. CHARTON AVE., LOS ANGELES, CA, 90056-1327	(323) 293-7353	
15539601	SHAYONDA WIEBBER-CHRISTMAS 5131 W. 139TH ST., HAWTHORNE, CA, 90250	(424) 294-9981	
10875301	SHAYA-TECH CORPORATION 20458 ROCA CHICA DRIVE, MALIBU, CA, 90265	(310) 395-1555 Ext:15	
17314401	SHERNA FOUCHER 1134 BUENA VISTA, SOUTH PASADENA, CA, 91030	(626) 429-1433	

Sub-Class #	Description	Vendor ID	Company Name	Phone	LSBE Certified
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT				
14159501	SHIELD OF FAITH ECONOMIC DEVELOPMENT, 1750 WEST HOLT AVENUE, POMONA, CA, 91768			(918) 691-7530	
12018101	SHUKIA BUSINESS CONSULTING 5042 WILSHIRE BLVD, # 408, LOS ANGELES, CA, 90036-4305			(213) 840-4440	
14332901	SILVER & ASSOC. CONSULTING INC 7322 S.W. FRUIT, SUITE 400, HOUSTON, TX, 77074			(713) 777-7402	
11124001	SIMPSON & SIMPSON 633 WEST 9TH STREET SUITE 3320, LOS ANGELES, CA, 90071			(213) 736-6616	
15109201	SIR RODERICK E BECTON II 2180 RODERICK E BECTON II, 500 S HOBART BLVD STE 203, LOS ANGELES, CA, 90020-0000			(515) 422-0682	
13906501	SLAVIN MANAGEMENT CONSULTANTS 3040 HOLCOMB BRIDGE ROAD, #A-1, NORCROSS, GA, 30071			(770) 449-4656	
16351201	SMITH GLOBAL CONSULTING, INC. 531 MAIN STREET, #612, EL SEGUNDO, CA, 90245			(310) 343-3601	
17208001	SOFT 6494 WEATHERS PL, SUITE 200, SAN DIEGO, CA, 92121			(658) 688-8200 Ext:610	
04724601	SOFT TRAIN INCORPORATED 2932 SOUTH DAILMER STREET, SANTA ANA, CA, 92705			(949) 242-3600 Ext:792	
15338301	SOFTWARE RESOURCES, INC 2180 WEST STATE ROAD 434, SUITE 6136, LONGWOOD, FL, 32779			(407) 869-8033 Ext:107	
10798701	SOFTWARE SOLUTIONS GROUP, INC. 11089 S. LA CIENEGA BLVD., LOS ANGELES, CA, 90046-6143			(310) 590-7401 Ext:14	
17263001	SOLUGENIX CORPORATION 601 VALENCIA AVE, SUITE 280, BREA, CA, 92823			(909) 618-2216	

<<PREV PAGE Go to Page: 63 ▾ NEXT PAGE>>

Page 63 of 81

Back to Last Window

Sub-Class #	Description	Vendor ID	Company Name	Phone	LSBE Certified
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT				
14301901	SOLUTION INFUSION LLC 11936 WEST 119TH STREET SUITE 108, OVERLAND PARK, KS, 66213			(866) 211-9809 Ext:19	
13717601	SONARA C BARBER 1030 S MEYLER ST., SAN PEDRO, CA, 90731			(310) 831-5261	Yes
15714001	SONGHAJ SOLUTIONS, LLC 4659 WEST SLAUSON AVE., STE 494, LADERA HEIGHTS, CA, 90056			(424) 239-9262	
14010301	SONYA C TOLSON PO BOX 719, COBB, CA, 95428-0713			(415) 789-7660	
06038501	SOPHISTICATED TECHNOLOGIES 6300 VARIEL AVE., STE H, WOODLAND HILLS, CA, 91387-7763			(818) 227-0944 Ext:123	
51875501	SOUTHERN CALIFORNIA BEWNECA PENSION TRUST ELECTRICAL INDUSTRY ACCOUNT, PO BOX 910918, LOS ANGELES, CA, 90091			(323) 221-5861	
51875502	SOUTHERN CALIFORNIA BEWNECA PENSION TRUST TRUST FUND, FILE #21777, LOS ANGELES, CA, 90074-1777			(323) 221-5861	
51875503	SOUTHERN CALIFORNIA BEWNECA PENSION TRUST ELECTRICAL INDUSTRY ACCOUNT, 6023 GARFIELD AVENUE, COMMERCE, CA, 90040			(213) 221-5861	
51875504	SOUTHERN CALIFORNIA BEWNECA PENSION TRUST DEPT LA 22480, PASADENA, CA, 91185-2480			(323) 221-5861	
51875505	SOUTHERN CALIFORNIA BEWNECA PENSION TRUST P O BOX 39261, LOS ANGELES, CA, 90039-0261			(323) 221-5861	
12937201	SOUTHWESTERN COLLEGE/SES 900 OTAY LAKES ROAD, CHULA VISTA, CA, 91910			(619) 421-6700 Ext:5715	
17062401	SPECIAL COUNSEL, INC TRAK RECORDS AND LIBRARY, 225 BROADWAY SUITE 1150, SAN DIEGO, CA, 92101			(619) 230-7683	

<<PREV PAGE Go to Page: 64 ▾ NEXT PAGE>>

Page 64 of 81

Back to Last Window

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
15903901	SPHERION STAFFING SERVICES 4727 WILSHIRE BLVD. 414, LOS ANGELES, CA, 90010	(323) 954-9566	
16732901	SPOTSWOOD CONSULTING 92 CORPORATE PARK, 812, IRVINE, CA, 92606	(800) 716-2380	
14231901	SPRY CONTROL LLC 35 BUTLER STREET, IRVINE, CA, 92612	(949) 466-5984	
16637101	ISSA & FAZ CONSULTING LLC 7850 LA VERDURA DR., DALLAS, TX, 75248	(214) 505-0274	
10937101	STAFF SUPPORT INC 11835 W. OLYMPIC BLVD., STE. 1125, LOS ANGELES, CA, 90064-5001	(310) 575-3333	
17316601	STAFFING RESOURCE GROUP INC 4401 WEST KENNEDY BOULEVARD#250, TAMPA, FL, 33609	(813) 872-7707	
13782401	STEALTH PARTNERS INC STEALTHDATA.ORG, 3844 W CHANNEL ISLANDS BL #171, OXNARD, CA, 93035	(805) 653-6626	
15499901	STEPHEN DELAIRE PANFA SOLUTIONS 315 W 9TH STREET SUITE 314, LOS ANGELES, CA, 90015	(213) 624-3400	
13719101	STEVE ALBRECHT 9528 MIRAMAR ROAD, #270, SAN DIEGO, CA, 92126	(619) 445-4735	
16033701	STEVEN E PRESBERG 6121 GLADE AVE #315, WOODLAND HILLS, CA, 91367	(213) 473-9130	
51627101	STEVEN HIRSCH 18837 BROOKHURST ST., STE. 209, CENTENNIAL PLAZA, FOUNTAIN VALLEY, CA, 92708-7302	(714) 965-2800	
11705401	STI KNOWLEDGE, INC. 400 PERIMETER CENTER TERRACE, SUITE 249, ATLANTA, GA, 30346	(770) 280-2413	

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
16603301	STONERIDGE DEVELOPMENT SERVICES LLC 153 NORTH LAKE AVENUE, 8TH FLOOR, PASADENA, CA, 91101	(626) 993-8789	
12670101	STRATEGIC HR 4343 VON KARMAN AVE., # 200, NEWPORT BEACH, CA, 92660-2005	(949) 260-5003	
11670201	STREAMLINE TECHNOLOGY GROUP 9483 HAVEN AVE., STE. 104, RANCHO CUCAMONCA, CA, 91730-5802	(909) 466-7100 Ext:117	
13826701	SUCCEED IN AMERICA, LLC 95 MILL PLAIN ROAD, #31-8, DANBURY, CT, 06811	(203) 791-1107	
52979401	SUCCESSFACTORS, INC. 899 BAKER WAY, SUITE 500, SAN MATEO, CA, 94404	(925) 309-4080	
11650901	SUE HUNTER 3020 OLD RANCH PKWY., STE. 300, SEAL BEACH, CA, 90740-2751	(714) 894-8080	
13364901	SUN MICRO SOLUTIONS INC. 29 AVANZARE, IRVINE, CA, 92606	(949) 387-9878	
06075201	SUPERBTECH INC 6800 HANNUM AVE. #150, CULVER CITY, CA, 90230	(310) 645-1199	View
06075203	SUPERBTECH INC 6801 W. SLAUSON AVE., STE. 188, CULVER CITY, CA, 90230-6584	(310) 645-1199	
14047301	SUPERIOR DESIGN INTERNATIONAL INC. 250 INTERNATIONAL DRIVE, WILLAMSVILLE, NY, 14221	(716) 831-8310 Ext:2964	
15460601	SUPERIOR STAFF RESOURCES, INC 250 INTERNATIONAL DRIVE, WILLAMSVILLE, NY, 14221	(714) 241-9466	
17090601	SUSAN C HILL 4657 DON MILAGRO DRIVE, LOS ANGELES, CA, 90008	(818) 324-4840	

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
06268801	SUSAN CURRAN 801 DRIFTWOOD AVE., BREA, CA, 92821-3553	(714) 960-2751	
11732101	SUSAN PARTNOW 4425 BAKER AVE. NW., SEATTLE, WA, 98107-4352	(206) 789-8697	
13985501	SWENSON CONSULTING SERVICES 645 S. FIGUEROA STREET, #1214, LOS ANGELES, CA, 90071	(213) 627-1297	
15119701	SYSNET TECHNOLOGY SOLUTIONS INC 4320 STEVENS CREEK BLVD STE 229, SAN JOSE, CA, 95129	(408) 898-4715	
16749601	SYZYGY GLOBAL CONSULTANTS, INC 207 WEST ALAMEDA AVENUE, SUITE 204, BURBANK, CA, 91502	(818) 478-2048	
12359401	T & R CONSULTING 219 W. CHERRY AVE., MONROVIA, CA, 91016-4009	(818) 371-6286	
51167601	TAC PROF STAFFING SERV 16969 VON KARMAN AVE., STE. 210, IRVINE, CA, 92606-4939	(949) 851-7711	
51167602	TAC PROF STAFFING SERV 1 CIVIC PLAZA DR., STE. 335, CARSON, CA, 90745-7960	(310) 952-9527	
51167603	TAC PROF STAFFING SERV P.O. BOX 70107, SANTA ANA, CA, 92725-0107	(310) 952-9527	
51167604	TAC PROF STAFFING SERV P.O. BOX 4785, BOSTON, MA, 02212	(800) 235-3070	
17534901	TADTEK LLC 86 KEEP-SAKE, IRVINE, CA, 92618	(949) 387-6384	
10875201	TAMMIE NEWSOME 5221 S. HOOVER ST., LOS ANGELES, CA, 90037-3731	(323) 314-7361	

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
11480001	TASCHWEBSITES ANONYMOUS 2263 W. 24TH ST., LOS ANGELES, CA, 90018-1904	(310) 743-4233	
16620901	TASK AT HAND CONSULTING, LLC 3658 W. 62ND STREET, LOS ANGELES, CA, 90043	(323) 739-4459	
17226901	TECH MYNDS INC 1986 ARCHER AVE., FREMONT, CA, 94538	(408) 372-2395	
11886201	TECHEXEC PARTNERS, LLC 4970 VAN NUTS BLVD., SHERMAN OAKS, CA, 91403-2913	(818) 787-4800	
11178101	TECHLINK SYSTEMS INC. 8383 WILSHIRE BOULEVARD, SUITE 745, BEVERLY HILLS, CA, 90211	(310) 770-3610	
11766601	TECHNICAL WORKS, INC 13200 CROSSROADS PKWY N, SUITE 260, INDUSTRY, CA, 91746	(562) 908-1041	
11877101	TECHNOLOGY SOLUTION GROUP, INC 3228 GULFSTREAM CT., MATTHEWS, INC, 28105-7437	(704) 277-9962	
16165401	TECHNOPLEX, INC. 27607 W. MUJR GROVE WAY., CASTAIC, CA, 91384	(424) 477-7853	
06246601	TEKSYSTEMS 200 N. SEPULVEDA BLVD. STE. 1500, EL SEGUNDO, CA, 90245	(310) 765-9037	
16134701	TEMPS, INC. 11825 DEL AMO BLVD., CERRITOS, CA, 90703	(562) 809-7785	
11509901	TEMPTREE 3987 CROSSRIDGE CT., THOUSAND OAKS, CA, 91360-2676	(818) 203-5273	
11509902	TEMPTREE 560 N. MOORPARK RD. # 310, THOUSAND OAKS, CA, 91360-3703	(818) 203-5273	

Sub-Class #	Description	Vendor ID	Company Name	Phone	LSBE Certified
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT				
17014901	TENACIOUS STAFFING, LLC 9350 E. 7TH STREET #146, LONG BEACH, CA, 90804			(562) 270-4008	
10954201	TERESA SHUFF 1501 E. ORANGETHORPE AVE., STE. 130, FULLERTON, CA, 92831-5208			(714) 525-0882	
14495601	FERRY G LEWIS STRATEGIC PLANNING, 1909 NORTH NIAGARA, BURBANK, CA, 91505			(818) 425-8021	
18077001	TERUKO WEINBERG, INC. 21241 S. WESTERN AVENUE, SUITE 150, TORRANCE, CA, 90501			(310) 787-7475	
10064301	TETRA TECH INC 17770 CARTWRIGHT RD., STE. 500, IRVINE, CA, 92614-5800			(949) 608-5862	
10064302	TETRA TECH INC 8200 INLAND EMPIRE BLVD, SUITE 130, ONTARIO, CA, 91764			(909) 980-8878 Ext:212	
10064303	TETRA TECH INC 1230 COLUMBIA ST., STE. 520, SAN DIEGO, CA, 92101-8502			(658) 268-5746 Ext:1	
10064304	TETRA TECH INC 10306 EATON PL., STE. 340, FAIRFAX, VA, 22030-2201			(703) 385-6000	
10064305	TETRA TECH INC 4213 STATE STREET, SUITE 100, SANTA BARBARA, CA, 93110-2847			(805) 681-0311	
10064306	TETRA TECH INC 16241 LAGUNA CANYON ROAD SUITE 200, IRVINE, CA, 92618			(949) 727-7099	
10064307	TETRA TECH INC ENGINEERING & ARCHITECTURE SERVICES, 17885 VON KARMAN AVENUE STE 500, IRVINE, CA, 92614-5227			(949) 809-5000	
10064308	TETRA TECH INC TETRA TECH DIVISIONS, PO BOX 901654, DENVER, CO, 80291-1654			(949) 608-5862	

<<PREV PAGE Go to Page: 69 ▾ NEXT PAGE>>

Page 69 of 81

Back to Last Window

Sub-Class #	Description	Vendor ID	Company Name	Phone	LSBE Certified
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT				
10064309	TETRA TECH INC 3746 MT DIABLO BLVD, SUITE 300, LAFAYETTE, CA, 94549			(925) 280-7435	
10064310	TETRA TECH INC 17885 VON KARMAN AVENUE, STE 500, IRVINE, CA, 92614			(949) 809-5000	
10064311	TETRA TECH INC 17885 VON KARMAN AVENUE, SUITE 500, IRVINE, CA, 92614-5227			(949) 809-5026	
10064312	TETRA TECH INC TETRA TECH, INC., 3475 E. Foothill Blvd., PASADENA, CA, 91107			(626) 470-2417	
10064313	TETRA TECH INC 17885 VON KARMAN AVENUE, SUITE 500, IRVINE, CA, 92614			(202) 860-3281	
10064314	TETRA TECH INC 3475 E. Foothill Bl., PASADENA, CA, 91017			(626) 470-2462	
10064315	TETRA TECH INC 1 S WACKER DR STE 3700, CHICAGO, IL, 60606			(312) 201-7700	
14382701	THE AEON GROUP LLC 5777 W CENTURY BLVD., SUITE 1750, LOS ANGELES, CA, 90045-5695			(310) 216-4007 Ext:103	
15440601	THE BURCHFIELD GROUP 1295 NORTLAND DRIVE, SUITE 350, ST. PAUL, MN, 55120			(651) 389-5656	
16648201	THE CIS SOLUTIONS GROUP INC THE HCI GROUP, 6440 SOUTHPOINT PARKWAY- STE 300, JACKSONVILLE, FL, 32216			(904) 337-6390	
17341001	THE COACHING FACTORY LLC PO BOX 18961, BEVERLY HILLS, CA, 90209			(408) 828-3073	
15903801	THE DANIELS FOUNDATION 400 CORPORATE POINTE, STE 300, CULVER CITY, CA, 90230-7620			(424) 750-3082	

<<PREV PAGE Go to Page: 70 ▾ NEXT PAGE>>

Page 70 of 81

Back to Last Window

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
14868301	THE GALLUP ORGANIZATION 18300 VON KARMAN AVE., SUITE 1000, IRVINE, CA, 92612	(949) 474-2751	
15197301	THE GUZMAN GROUP INC 605 BULL FROG CIRCLE, WALNUT, CA, 91789	(626) 965-7373	
10176201	THE HR STATISTICAL GROUP 8774 KAISER AVE., FONTANA, CA, 92336-1559	(909) 574-1354	
15004201	THE INSIGHT GENERATION 3435 OCEAN PARK BLVD SUITE 107-372, SANTA MONICA, CA, 90405	(310) 663-4556	
10254901	THE KEMTAH GRTOUP INC 3077 FILTE CIRCLE, SUITE 6, SACRAMENTO, CA, 95827	(888) 941-3131	
15987801	THE LETT'S CONSORTIUM 8001 IRVINE CENTER DRIVE, SUITE 850, IRVINE, CA, 92618	(949) 260-0300	
12025401	THE MANAGEMENT SOLUTIONS GROUP 1230 S. GOODRICH BLVD., COMMERCE, CA, 90022	(323) 721-8617	
14968301	THE MAULL GROUP 4082 S CLOVERDALE AVE., LOS ANGELES, CA, 90008-1033	(323) 291-5759	
12026101	THE OCJ GROUP 21300 VENTURA BLVD, SUITE 240, WOODLAND HILLS, CA, 91367	(818) 917-3983	
05437901	THE REA COMPANY PO BOX 869, 239 E. ALAMEDA STE 201, BURBANK, CA, 91503-0869	(818) 845-7444	
52067201	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA UCI MEDICAL CENTER, 101 CITY DRIVE SOUTH, ORANGE, CA, 92663-3298	(714) 456-6324	
52067202	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA UCI DEPT OF PATHOLOGY REFERRAL SERVICE, 101 CITY DR SOUTH, ORANGE, CA, 92668	(714) 456-8835	

<<PREV PAGE Go to Page: 71 ▾ NEXT PAGE>>

Page 71 of 81

[Back to Last Window](#)

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
52067203	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA 100 STUDENT SERVICES I, IRVINE, CA, 92697-2075	(949) 824-3643	
52067204	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA UCI DEPT OF PATHOLOGY REFERRAL SERVICE, PO BOX 513377, LOS ANGELES, CA, 90051-3377	(714) 456-8835	
52067205	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA JC KEARNEY AGRICULTURAL CENTER, 9240 SOUTH RIVERBEND AVENUE, PARLIER, CA, 93648	(559) 646-6519	
52067206	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA 234 E PELTASON DRIVE, ROOM #114, IRVINE, CA, 92697-5700	(949) 824-5417	
52067207	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA PROGRAM IN GERIATRICS, 101 CITY DRIVE SO, BLDG200 S-835R181 ZC1150, ORANGE, CA, 92668-3298	(714) 456-5530	
52067208	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA UC IRVINE MEDICAL CENTER, P.O. BOX 31001-1363, PASADENA, CA, 91110-1363	(714) 456-6324	
52067209	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA OF CALIFORNIA, PO BOX 6060, IRVINE, CA, 92618	0 -	
52067210	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA UCI MEDICAL CENTER, 101 THE CITY DRIVE SOUTH, ORANGE, CA, 92668	(714) 456-6324	
52067211	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA 3333 CALIFORNIA ST STE 430, SAN FRANCISCO, CA, 94143-0284	(000) 000-0000	
52067212	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA SAN FRANCISCO ACCOUNTING OFFICE EME BOX 0897, UNIVERSITY OF CALIFORNIA, SAN FRANCISCO, CA, 94143-0897	(415) 502-4175	
52067214	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA ACCOUNTING OFFICE BIOLOGICAL SCIENCE III STE 1400, IRVINE, CA, 92697-1050	(949) 824-6259	
52067215	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA REMITTANCE CENTER, 10920 WILSHIRE BLVD STE 107, LOS ANGELES, CA, 90024-6503	(310) 825-6818	

<<PREV PAGE Go to Page: 72 ▾ NEXT PAGE>>

Page 72 of 81

[Back to Last Window](#)

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
52087216	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA UNIVERSITY OF IRVINE OFFICE OF ADMINISTRATIONS, 260 ALDRICH HALL, IRVINE, CA, 92697-1075	(949) 824-6703	
52087217	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA ACCOUNTING OFFICE BIOLOGICAL SCIENCES III, SUITE 1400, IRVINE, CA, 92697- 1050	(949) 824-6259	
52087218	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA UNIVERSITY OF CALIFORNIA IRVINE, BIOSCI III SUITE 1400, IRVINE, CA, 92697- 1050	(949) 824-0341	
52087219	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA OFFICE OF EXECUTIVE EDUCATION, UC IRVINE, MPAA210, IRVINE, CA, 92697- 3130	(949) 824-6549	
16595301	THE RIGHTWAY FOUNDATION 1910 MAGNOLIA AVENUE, LOS ANGELES, CA, 90007	(213) 746-6821	
15747101	THE SEGAL COMPANY, INC. 330 N. BRAND BLVD, STE. 1100, GLENDALE, CA, 91203	(818) 956-6777	
11352901	THE TEAMS GROUP LLC 8997 JONES RD STE 638, HOUSTON, TX, 77085	(832) 725-9040	
50607201	THE WENTWORTH COMPANY, INC. 479 W. 6TH ST., SAN PEDRO, CA, 90731-2657	(310) 732-2301	View
14714501	THE WORLD ACADEMY OF PERSONAL DEVELOPMENT INC 1901 AVENUE OF THE STARS, 2ND FLOOR, LOS ANGELES, CA, 90067	(310) 461-1446	
14147901	THE ZAMZOW GROUP INC 284 S. LA CIENEGA BLVD., SUITE 1120, BEVERLY HILLS, CA, 90211	(310) 551-3000 Ext:102	
11966101	THINK-UP! INC 1015 N. LAKE AVE., STE. 208, PASADENA, CA, 91104-4576	(626) 797-9411	
11911201	THIRD MILLENNIUM BUSINESS SYSTEMS, INC., 10940 WILSHIRE BLVD., SUITE 600, LOS ANGELES, CA, 90024	(310) 443-4105	View

Sub-Class #	Description		
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT		
Vendor ID	Company Name	Phone	LSBE Certified
10651301	THRUST 4 KNOWLEDGE, INC. 4450 CALIFORNIA PL., PMB 350, LONG BEACH, CA, 90807-2229	(562) 601-8274	
12410801	THOMAS LENZO 2473 OSWEGO ST., APT. 10, PASADENA, CA, 91107-4239	(626) 577-7491	
15056401	TILT CONSULTING SERVICES LLC 13089 PEYTON DRIVE SUITE C140, CHINO HILLS, CA, 91709	(909) 214-7829	
12466401	TMI MANAGEMENT SYSTEMS, INC. 1907 NORTHAMPTON ST., EASTON, PA, 18042-3137	(610) 569-9030	
10410301	TMP WORLDWIDE 330 N. BRAND BLVD., STE. 230, GLENDALE, CA, 91203-2361	(818) 539-2007 Ext:2007	
10410302	TMP WORLDWIDE 47 PERIMETER CTR. E., STE. 500, ATLANTA, GA, 30346-2001	(800) 733-2267	
10410303	TMP WORLDWIDE 24411 RIDGE ROUTE DRIVE SUITE 100 BLDG B, LAGUNA HILLS, CA, 92653-7918	(949) 699-6506 Ext:506	
10410304	TMP WORLDWIDE PO BOX 70104, LOS ANGELES, CA, 90070-0104	(800) 666-7837 Ext:8520	
13447501	TRACYE JONES P.O. BOX 59801, LONG BEACH, CA, 90805	(310) 259-7897	
11462101	TRAJECTORY MANAGEMENT LTD 15202 HARTSOOK ST., SHERMAN OAKS, CA, 91403-1101	(818) 784-5501	
15984301	TRANSPORTATION LOGISTICS SOLUTIONS, INC 1157 ERWIN DRIVE, PALMDALE, CA, 93551-9355	(323) 209-7984	
16288501	TRANSUNION LLC 1591 E. ORANGETHROPE AVE., FULLERTON, CA, 92831	(714) 651-1350	

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
16288502	TRANSUNION LLC 555 WEST ADAMS STREET, CHICAGO, IL, 60661	(480) 257-9497	
14446301	TRELLIS TECHNOLOGY SOLUTIONS 529 N MCKINLEY STREET, SUITE 104-128, CORONA, CA, 92879	(951) 454-2716	
15466001	TRI-STATE EMPLOYMENT SERVICE 160 BROADWAY, 15TH FLOOR, NEW YORK, NY, 10038	(718) 982-1028	
15531001	TRIBUNE COMPANY/CAREERBUILDER/COMILA TIMES 435 N MICHIGAN, CHICAGO, IL, 60611	(323) 431-7933	
13004301	TRINITY PROFESSIONAL RECRUITME 6516 LAUREL STREET, CORONA, CA, 92880	(714) 222-9812	
17417401	TRIPLE R SOLUTIONS LLC 22911 BARKER ROAD, BOTHELL, WA, 98021	(425) 478-4723	
03822501	TRUST TEMPORARY SERVICES INC HELPMATES STAFFING SERVICES, 1055 WEST 7TH STREET STE 3300, LOS ANGELES, CA, 90017	(213) 228-1820	
13917601	TRUSTAFF TRAVEL NURSES 7787 MONTGOMERY ROAD, SUITE 200, CINCINNATI, OH, 45236-4255	(513) 272-3889 Ext:6604	
15756801	TSALTA, INC. 686 ARROYO PARKWAY SUITE 180, PASADENA, CA, 91105	(626) 255-8926	
06232201	TURNER CONSULTING INC 8370 W. CHEYENNE AVE 109-169, LAS VEGAS, NV, 89129	(702) 367-7038 Ext:102	
13369101	TURNER HOBBS ASSOCIATES 1104 WILLIAMS STREET, FORT COLLINS, CO, CO, 80524	(970) 420-4891	
15792401	TURNING NEW CORNERS 1525 ORANGE GROVE AVENUE, SUITE A, GLENDALE, CA, 91205-1521	(818) 550-8329	

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
14181001	TWO ROADS PROFESSIONAL RESOURC 8122 BOLSA AVE., SUITE 112, HUNTINGTON BEACH, CA, 92649	(714) 901-3804 Ext:18	
12325301	TWYLA GARRETT 2401 26TH RD. S., ARLINGTON, VA, 22206-2819	(410) 365-8798	
14075401	TYRENE ANEY P.O. BOX 76077, LOS ANGELES, CA, 90076	(323) 933-9068	
14515501	UNITED JOB CREATION COUNCIL 4112 S. MAIN STREET, LOS ANGELES, CA, 90037	(323) 432-3976	
15051001	US TECH SOLUTIONS INC 101 HUDSON STREET, SUITE 3715, JERSEY CITY, NJ, 07302-3934	(201) 524-9600 Ext:361	
14125701	V PLATINUM CONSULTING OF CALIFORNIA LP, 12750 MERIT DR SUITE 260, DALLAS, TX, 75251	(214) 234-1631	
16203201	VACO LOS ANGELES LLC 9701 CENTER DRIVE W, SUITE 960, LOS ANGELES, CA, 90045	(310) 693-0490	
51240301	VANIR CONSTRUCTION MGMT. INC 3435 WILSHIRE BLVD STE 2420, LOS ANGELES, CA, 90010	(213) 487-1145	
51240302	VANIR CONSTRUCTION MGMT. INC 600 WILSHIRE BLVD STE 870, LOS ANGELES, CA, 90017	(213) 627-7371	
51240303	VANIR CONSTRUCTION MGMT. INC 4540 DICKHORN DR STE 300, SACRAMENTO, CA, 95834	(916) 575-8888	
15464701	VB ASSOCIATES INC DBA UNIVERSAL CORPORATE SOLUTIONS 18000 STUDEBAKER RD ST 700, CERRITOS, CA, 90703	(562) 467-8920	
12128501	VCC GROUP LLC (DBA CC GROUP) 25A CRESCENT DR., STE. 249, PLEASANT HILL, CA, 94523-5501	(925) 330-5074	

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
11505901	VENTURI STAFFING PARTNERS 950 S. GRAND AVE., STE. 1610, LOS ANGELES, CA, 90071-3484	(213) 687-9300	
13865601	VERDURA GROUP 2578 SARATOGA DRIVE, FULLERTON, CA, 92835	(714) 322-9588	
10359501	VERSAANT 12660 W. NORTH AVE., BLD D, BROOKFIELD, WI, 53005-4633	(262) 796-1300	
10573401	VERTEX INFORMATION SYSTEMS INC 2634 S. 10TH AVE., ARCADIA, CA, 91006-5064	(626) 574-8538	
50656601	VICTORIA HAVASSY 10940 WILSHIRE BLVD, SUITE 1600, LOS ANGELES, CA, 90024	(310) 444-1400	
50656602	VICTORIA HAVASSY 2211 CORINTH AVE., STE. 303, LOS ANGELES, CA, 90064-1622	(310) 444-1400	
15067401	VIMANA CONSULTING 437 RICHMOND ST. APT 2, EL SEGUNDO, CA, 90245-3782	(323) 428-3641	
16731601	VIRTEK COMPANY 28087 JUMPER TREE LANE, PO BOX 71, MENIFEE, CA, 92585	(951) 741-9297	
10563601	VIRTUAL PERFORMANCE LLC 6532 MULLEN STREET, CORONA, CA, 92880	(951) 278-8603	
14710901	VISION INFORMATION TECHNOLOGIE 3031 W. GRAND BLVD., SUITE 695, DETROIT, MI, 48202	(313) 870-0157	
14115501	VISIONARY INTEGRATION PROFESSIONALS LLC, 80 IRON POINT CIR, SUITE 100, FOLSOM, CA, 95630	(714) 965-1933	
16208801	VISIONSPOT CONSULTING, LLC 7642 CENTURY BLVD., PARAMOUNT, CA, 90723	(310) 704-0510	

<<PREV PAGE Go to Page: 77 NEXT PAGE>>

Page 77 of 81

[Back to Last Window](#)

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
12654701	VOLT INFORMATION SCIENCES 970 W. 190TH ST., STE. 760, TORRANCE, CA, 90502-1060	(310) 329-4400	
12835801	VVA HYNES & COMPANY INC 150 PROFESSIONAL CENTER DR., STE. D, ROHNERT PARK, CA, 94926-2148	(408) 274-4820	
17025801	V.E. RESOURCES GROUP, LLC 5133 PARKGLEN AVE., LOS ANGELES, CA, 90043	(323) 792-4805	
10938801	WEIDNER CONSULTING 1015 BEECAVE WOODS DR., STE. 207, AUSTIN, TX, 78746-6752	(512) 347-7054	
13399101	WEST COAST CONSULTING 9233 RESEARCH DR., IRVINE, CA, 92618	(949) 825-5283	
13023001	WESTERN EMPIRE INVESTIGATIONS INC P.O. BOX 718, TUSTIN, CA, 92781-0718	(800) 731-7205	
14290801	WILCO MANAGEMENT INTERNATIONAL INC PO BOX 2187, HELENDALE, CA, 92342-2187	(213) 700-4535	
10414501	WILLIAM AVERY ASSOCIATES, INC. 3 1/2 N. SANTA CRUZ AVE., STE. A, LOS GATOS, CA, 95030-5964	(408) 399-4424	
15418601	WILLIAM T DOUGLAS 11245 E 183RD STREET, #153, CERRITOS, CA, 90702	(662) 228-3414	
16236101	WILMES, LLC 2311 NELSON AVE, SUITE B, REDONDO BEACH, CA, 90278	(310) 947-9348	
15190401	WOMEN WITH WINGS INC PO BOX 11134, TORRANCE, CA, 90510	(888) 339-4647 Ext:4600	
12212801	WORK SKILLS FIRST, INC 12305 COLLINGSTONE PL, GLEN ALLEN, VA, 23059-7105	(804) 364-4121	

<<PREV PAGE Go to Page: 78 NEXT PAGE>>

Page 78 of 81

[Back to Last Window](#)

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
16695301	WORKFORCE CONNECTIONS, INC. 5150 CANDLEWOOD STREET, SUITE 6C, LAKEWOOD, CA, 90712	(310) 344-4388	
14195801	WORKFORCE CONSULTING 325 CARLSON CT., VISTA, CA, 92083	(760) 212-7801	
16747001	WORKMAN GROUP 25 PENNCRAFT AVENUE, SUITE 201, CHAMBERSBURG, PA, 17201	(800) 819-6165 Ext:301	
10201701	WORKPLACE TECHNOLOGIES 8150 N. CENTRAL EXPY, STE. 1100, DALLAS, TX, 75206-1815	(214) 696-3339 Ext:191	
14656901	WORLDWIDE INTELLIGENCE CORP WORLDWIDE INTELLIGENCE NETWORK, PO BOX 17494, BEVERLY HILLS, CA, 90209	(310) 385-8200	View
50782601	XEROX STATE AND LOCAL SOLUTIONS 1800 M STREET N.W. 7TH FLOOR, WASHINGTON, DC, 20036	(661) 572-4527	
50782602	XEROX STATE AND LOCAL SOLUTIONS 1800 M STREET NW, SUITE 800, WASHINGTON, DC, 20036	(540) 898-0017	
50782604	XEROX STATE AND LOCAL SOLUTIONS PO BOX 201322, DALLAS, TX, 75220-1322	(909) 203-8992	
50782605	XEROX STATE AND LOCAL SOLUTIONS METRO EXPRESSLANES, 900 W 190TH STE 100, GARDENA, CA, 90248	(310) 354-4665	
50782606	XEROX STATE AND LOCAL SOLUTIONS 21415 PLUMMER STREET, SUITE "B", CHATSWORTH, CA, 91311-4142	(818) 718-4260	
50782607	XEROX STATE AND LOCAL SOLUTIONS 1400 S GRAND AVENUE, SANTA ANA, CA, 92705	(714) 796-8383	
50782608	XEROX STATE AND LOCAL SOLUTIONS 1200 K STREET NW, ACCOUNTING 12TH FLOOR, WASHINGTON, DC, 20005	(213) 689-9888	

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
50782609	XEROX STATE AND LOCAL SOLUTIONS 5301 WHITTIER BLVD., STE 200, LOS ANGELES, CA, 90022-4038	(323) 832-1241	
50782610	XEROX STATE AND LOCAL SOLUTIONS 215 W. POMONA BLVD. # 300, MONTEREY PARK, CA, 91754-7146	(323) 867-7122	
50782611	XEROX STATE AND LOCAL SOLUTIONS 1501 E SAINT ANDREW PL, SECOND FLOOR, SANTA ANA, CA, 92705-4930	(714) 834-7187	
50782612	XEROX STATE AND LOCAL SOLUTIONS 608 SOUTH OLIVE ST, SUITE 2300, LOS ANGELES, CA, 90014	(213) 439-6211	
50782613	XEROX STATE AND LOCAL SOLUTIONS JACS GOVERNMENT SOLUTIONS - CFS/MCS, 1410 SOUTH BROADWAY SUITE C, SANTA MARIA, CA, 93454	(805) 614-1398	
50782614	XEROX STATE AND LOCAL SOLUTIONS 606 S OLIVE ST 23RD FLOOR, LOS ANGELES, CA, 90014	(213) 439-6213	
17295601	YARAHMAD CORPORATION 439 SOUTH REESE PLACE, BURBANK, CA, 91506	(855) 727-7761	
11844501	YASMIN MALIK 4425 PACIFIC COAST HWY., SUITE 117, TORRANCE, CA, 90505-5671	(310) 999-8872	
15963201	YOLADNA L LOCKRIDGE 1839 HELMICK STREET, CARSON, CA, 90746	(310) 639-4476	
14821001	YOLANDA Y WILLIAMS 15725 VISTA DEL MAR STREET, MORENO VALLEY, CA, 92555	(951) 567-9211	
16215801	YOUR LIVES PURPOSE CUSTOMER SERVICE EXPERTS DIANA PRICE & ASSOCIATES, 4859 W. SLAUSON AVENUE SUITE #470, LADERA HEIGHTS, CA, 90056	(949) 427-0066	
95981901	ZINA WASHINGTON 1207 W. 83RD ST., LOS ANGELES, CA, 90044-2201	(323) 541-0341	

Sub-Class #	Description
918-65	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
05981902	ZINA WASHINGTON PO BOX 4967, CULVER CITY, CA, 90231-4967	(323) 541-0341	
10425201	ZTA & ASSOC. INC. 2036 CULLIVAN ST., LOS ANGELES, CA, 90047-4835	(323) 754-1592	
15106601	ZTNET INC 5753G E SANTA ANA CANYON ROAD STE 576, ANAHEIM, CA, 92807	(714) 235-8927	

<<PREV PAGE Go to Page: 81 NEXT PAGE>>

Page 81 of 81

Back to Last Window

**Attachment A  
CBE Vendor List**

<b>Company</b>	<b>Vendor Number</b>	<b>CBE Number</b>	<b>Phone</b>	<b>Cert. Expire Date</b>	<b>MBE</b>	<b>WBE</b>	<b>DBE</b>	<b>DVBE</b>	<b>Business Category</b>
3S Global Business Solutions	14603901	84114	818-453-4403	12/23/2015	Yes	No	Yes	No	EMPLOYMENT AGENCIES
Absolute Employment Solutions, Inc.	15460501	85115	323-931-6262	5/19/2017	Yes	Yes	Yes	No	EMPLOYMENT AGENCIES
AIM Staffing Inc., dba	06280501	72301	650-965-7900	8/14/2015	No	Yes	No	No	EMPLOYMENT AGENCIES
APR Consulting, Inc.	51438801	82672	909-396-5375	6/29/2016	Yes	Yes	No	No	EMPLOYMENT AGENCIES
Aven Group, Inc. DBA Aven Care Provider	15302601	85373	818-465-0200	3/5/2016	Yes	Yes	No	No	EMPLOYMENT AGENCIES
C3G Solutions dba C3G (fka	14389301	84049	855-330-3320	6/16/2015	No	Yes	No	No	EMPLOYMENT AGENCIES
Codebusters, Inc.	06177801	85352	888-978-6198	1/9/2016	Yes	No	No	No	EMPLOYMENT AGENCIES
Covington & Associates, LLC	15838601	84773	310-750-6674	8/9/2015	Yes	No	No	No	EMPLOYMENT AGENCIES
Cranbrook Financial Office Services, Inc	16293301	85112	626-765-6366	10/29/2016	Yes	Yes	No	No	EMPLOYMENT AGENCIES
International Word Processing Services,	11896801	83160	562-900-8359	7/7/2016	Yes	Yes	Yes	No	EMPLOYMENT AGENCIES
JBA International, LLC	14035801	85346	626-844-1400	12/17/2015	No	Yes	No	No	EMPLOYMENT AGENCIES
Jenn International, Inc.	04311501	17696	213-388-1688	4/28/2016	Yes	Yes	No	No	EMPLOYMENT AGENCIES
JM Staffing	51235901	82997	909-599-1494	6/19/2016	Yes	Yes	Yes	No	EMPLOYMENT AGENCIES
LifeLung, Inc. dba	13241001	84625	626-614-9581	12/27/2016	Yes	Yes	No	No	EMPLOYMENT AGENCIES
MRC Person Power, Inc. dba	15939101	80598	714-334-1174	8/9/2016	Yes	Yes	No	No	EMPLOYMENT AGENCIES
P. Murphy & Associates, Inc.	03991001	14327	818-841-2002	7/23/2016	No	Yes	No	No	EMPLOYMENT AGENCIES
PACO Group, Inc.	17213401	85549	212-685-0578	4/1/2017	Yes	No	Yes	No	EMPLOYMENT AGENCIES
Partners In Diversity, Inc.	11118101	82643	626-793-0020	11/4/2016	No	Yes	Yes	No	EMPLOYMENT AGENCIES
PeopleWare Staffing, Inc.	13230101	84328	310-640-2406	11/16/2015	No	Yes	No	No	EMPLOYMENT AGENCIES
PharmPro Network, Inc. dba	16078201	85428	818-448-6847	7/1/2016	Yes	No	No	No	EMPLOYMENT AGENCIES
REBOOTTWICE, LLC	16845501	85324	949-831-8821	11/12/2015	Yes	No	Yes	No	EMPLOYMENT AGENCIES
Siracusa Enterprises Inc., dba	04739701	84273	818-831-1130	8/13/2015	Yes	No	No	No	EMPLOYMENT AGENCIES
SuperbTech, Inc.	06075201	81207	310-645-1199	7/1/2015	Yes	Yes	No	No	EMPLOYMENT AGENCIES
The Makeba Group, LLC dba	16039401	84844	866-338-6280	11/9/2015	Yes	Yes	Yes	No	EMPLOYMENT AGENCIES
Trans Com Systems, Inc.	05291301	70125	626-378-1707	11/30/2015	Yes	Yes	No	No	EMPLOYMENT AGENCIES
Worksters	16754601	85285	650-458-0600	8/15/2015	No	Yes	Yes	No	EMPLOYMENT AGENCIES

**AWARD OF TEMPORARY SUPPORT PERSONNEL SERVICES  
CONTRACTS FOR PUBLIC LIBRARY**

**ATTACHMENT B**

**COUNTY OF LOS ANGELES PUBLIC LIBRARY  
TEMPORARY SUPPORT PERSONNEL SERVICES**

**COMMUNITY BUSINESS ENTERPRISE (CBE) INFORMATION SUMMARY**

Contractor	Future Personnel Agency, Inc. (dba Top Tempo)	Howroyd-Wright, Inc. (dba AppleOne Employment Services)
<b>Total Number of Employees in Firm</b>	<b>7</b>	<b>1,805</b>
<b>Owners/Partner/Associate Partners</b>		
Black/African American	0	9
Hispanic/Latin American	0	8
Asian or Pacific Islander	0	7
American Indian	0	2
Filipino	0	0
White	1	65
<b>Total</b>	<b>1</b>	<b>91</b>
Women (should be included in counts above and also reported here separately).	1	59
<b>Managers</b>		
Black/African American	1	22
Hispanic/Latin American	0	42
Asian or Pacific Islander	0	34
American Indian	0	1
Filipino	0	0
White	0	197
<b>Total</b>	<b>1</b>	<b>296</b>
Women (should be included in counts above and also reported here separately).	1	215
<b>Staff</b>		
Black/African American	1	169
Hispanic/Latin American	2	347
Asian or Pacific Islander	0	175
American Indian	0	5
Filipino	0	0
White	2	638
<b>Total</b>	<b>5</b>	<b>1,334</b>
Women (should be included in counts above and also reported here separately).	5	1,018
<b>Percentage of Ownership</b>		
Black/African American		100%
Hispanic/Latin American		
Asian or Pacific Islander		
American Indian		
Filipino		
White	100%	
<b>Total</b>	<b>100%</b>	<b>100%</b>
Women (should be included in counts above and also reported here separately).	100%	50.5%
<b>Current Certification as Minority/Women-Owned Firm</b>		
State of California		
City of Los Angeles	x	
Federal Government		
County of Los Angeles	x	

\*Did not provide information on CBE form.

Figures are based on information received from bidders on their proposals, therefore, some columns may not add to the correct totals.

**AWARD OF TEMPORARY SUPPORT PERSONNEL SERVICES  
CONTRACTS FOR PUBLIC LIBRARY**

**ATTACHMENT C**



**CONTRACT**

**BY AND BETWEEN**

**COUNTY OF LOS ANGELES**

**AND**

**HOWROYD WRIGHT EMPLOYMENT AGENCY, INC. dba  
APPLEONE EMPLOYMENT SERVICES**

**FOR**

**TEMPORARY SUPPORT PERSONNEL SERVICES**

**CONTRACT PROVISIONS  
TABLE OF CONTENTS**

<b><u>SECTION</u></b>	<b><u>TITLE</u></b>	<b><u>PAGE</u></b>
<b>RECITALS</b>		<b>1</b>
<b>1.0</b>	<b>APPLICABLE DOCUMENTS</b>	<b>1</b>
<b>2.0</b>	<b>DEFINITIONS</b>	<b>2</b>
<b>3.0</b>	<b>WORK</b>	<b>2</b>
<b>4.0</b>	<b>TERM OF CONTRACT</b>	<b>3</b>
<b>5.0</b>	<b>CONTRACT SUM</b>	<b>3</b>
<b>6.0</b>	<b>ADMINISTRATION OF CONTRACT- COUNTY</b>	<b>5</b>
6.1	COUNTY CONTRACT PROJECT DIRECTOR	5
6.2	COUNTY CONTRACT PROJECT MANAGER	6
6.3	COUNTY CONTRACT PROJECT MONITOR	6
<b>7.0</b>	<b>ADMINISTRATION OF CONTRACT - CONTRACTOR</b>	<b>6</b>
7.1	CONTRACTOR PROJECT MANAGER	6
7.2	APPROVAL OF CONTRACTOR'S STAFF	7
7.3	CONTRACTOR'S STAFF IDENTIFICATION	7
7.4	CONTRACTOR EMPLOYEE CRIMINAL RECORDS	8
7.5	BACKGROUND AND SECURITY INVESTIGATIONS	8
7.6	CONFIDENTIALITY	8
<b>8.0</b>	<b>STANDARD TERMS AND CONDITIONS</b>	<b>9</b>
8.1	AMENDMENTS	9
8.2	ASSIGNMENT AND DELEGATION	10
8.3	AUTHORIZATION WARRANTY	11
8.4	BUDGET REDUCTIONS	11
8.5	COMPLAINTS	11
8.6	COMPLIANCE WITH APPLICABLE LAW	12
8.7	COMPLIANCE WITH CIVIL RIGHTS LAWS	12
8.8	COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM	13
8.9	CONFLICT OF INTEREST	14
8.10	CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST	15
8.11	CONSIDERATION OF HIRING GAIN/GROW PARTICIPANTS	15
8.12	CONTRACTOR RESPONSIBILITY AND DEBARMENT	15
8.13	CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW	18

**CONTRACT PROVISIONS  
TEMPORARY SUPPORT PERSONNEL SERVICES**

**TABLE OF CONTENTS**

<b><u>SECTION</u></b>	<b><u>TITLE</u></b>	<b><u>PAGE</u></b>
8.14	CONTRACTOR’S WARRANTY OF ADHERENCE TO COUNTY’S CHILD SUPPORT COMPLIANCE PROGRAM.....	18
8.15	COUNTY’S QUALITY ASSURANCE PLAN.....	18
8.16	DAMAGE TO COUNTY FACILITIES, BUILDINGS, GROUNDS OR EQUIPMENT .....	19
8.17	EMPLOYMENT ELIGIBILITY VERIFICATION.....	19
8.18	FACSIMILE REPRESENTATIONS.....	19
8.19	FAIR LABOR STANDARDS .....	20
8.20	FORCE MAJEURE .....	20
8.21	GOVERNING LAW, JURISDICTION, AND VENUE .....	20
8.22	INDEPENDENT CONTRACTOR STATUS.....	21
8.23	INDEMNIFICATION.....	21
8.24	GENERAL PROVISIONS FOR ALL INSURANCE COVERAGE .....	21
8.25	INSURANCE COVERAGE .....	25
8.26	LIQUIDATED DAMAGES .....	27
8.27	MOST FAVORED PUBLIC ENTITY .....	28
8.28	NONDISCRIMINATION AND AFFIRMATIVE ACTION.....	28
8.29	NON EXCLUSIVITY.....	29
8.30	NOTICE OF DELAYS .....	30
8.31	NOTICE OF DISPUTES .....	30
8.32	NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT .....	30
8.33	NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW .....	30
8.34	NOTICES.....	30
8.35	PROHIBITION AGAINST INDUCEMENT OR PERSUASION .....	30
8.36	PUBLIC RECORDS ACT .....	31
8.37	PUBLICITY .....	31
8.38	RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT .....	32
8.39	RECYCLED BOND PAPER.....	33
8.40	SUBCONTRACTING .....	33

**CONTRACT PROVISIONS  
TEMPORARY SUPPORT PERSONNEL SERVICES**

**TABLE OF CONTENTS**

<b><u>SECTION</u></b>	<b><u>TITLE</u></b>	<b><u>PAGE</u></b>
8.41	TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM.....	34
8.42	TERMINATION FOR CONVENIENCE .....	34
8.43	TERMINATION FOR DEFAULT .....	35
8.44	TERMINATION FOR IMPROPER CONSIDERATION.....	36
8.45	TERMINATION FOR INSOLVENCY.....	37
8.46	TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE .....	37
8.47	TERMINATION FOR NON-APPROPRIATION OF FUNDS.....	38
8.48	VALIDITY.....	38
8.49	WAIVER.....	38
8.50	WARRANTY AGAINST CONTINGENT FEES.....	38
8.51	WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM .....	38
8.52	TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM.....	39
8.53	TIME OFF FOR VOTING.....	39
	SIGNATURES .....	40

**STANDARD EXHIBITS**

A	STATEMENT OF WORK
B	PRICING SCHEDULE – HOURLY BILL RATES
C	CONTRACTOR'S EEO CERTIFICATION
D	COUNTY'S ADMINISTRATION
E	CONTRACTOR'S ADMINISTRATION
F	CONTRACTOR ACKNOWLEDGMENT AND CONFIDENTIALITY AGREEMENT
G	JURY SERVICE ORDINANCE
H	SAFELY SURRENDERED BABY LAW

**CONTRACT BETWEEN  
COUNTY OF LOS ANGELES  
AND  
HOWROYD WRIGHT EMPLOYMENT AGENCY, INC. dba  
APPLEONE EMPLOYMENT SERVICES  
FOR  
TEMPORARY SUPPORT PERSONNEL SERVICES**

This Contract ("Contract") made and entered into this \_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the County of Los Angeles, hereinafter referred to as County and **Howroyd Wright Employment Agency, Inc. dba AppleOne Employment Services**, hereinafter referred to as Contractor. **Howroyd Wright Employment Agency, Inc. dba AppleOne Employment Services** is located at **5901 Green Valley Circle, Suite 466, Culver City, CA 90230**.

**RECITALS**

WHEREAS, the County may contract with private businesses for Temporary Support Personnel Services when certain requirements are met; and

WHEREAS, the County desires to utilize two contractors to provide the Temporary Support Personnel Services and, in turn, intends to execute two identical contracts for these services; and

WHEREAS, the Contractor is a private firm that is capable of providing Temporary Support Personnel Services; and

WHEREAS, this Contract is therefore authorized under California Government Code, Section 31000.4 to contract for temporary help to assist during any peak load, temporary absence, or emergency other than a labor dispute;

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

**1.0 APPLICABLE DOCUMENTS**

Exhibits A, B, C, D, E, F, G and H are attached to and form a part of this Contract. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Exhibits, or between Exhibits, such conflict or

inconsistency will be resolved by giving precedence first to the Contract and then to the Exhibits according to the following priority.

**Standard Exhibits:**

- 1.1 EXHIBIT A - Statement of Work
- 1.2 EXHIBIT B - Pricing Schedule – Hourly Bill Rates
- 1.3 EXHIBIT C - Contractor’s EEO Certification
- 1.4 EXHIBIT D - County’s Administration
- 1.5 EXHIBIT E - Contractor’s Administration
- 1.6 EXHIBIT F - Contractor Acknowledgement and Confidentiality Agreement
- 1.7 EXHIBIT G - Jury Service Ordinance
- 1.8 EXHIBIT H - Safely Surrendered Baby Law

**2.0 DEFINITIONS**

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein will be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

- 2.1 **Contract:** Agreement executed between the County and the Contractor. It sets forth the terms and conditions for the issuance and performance of Exhibit A, Statement of Work.
- 2.2 **Contractor:** The sole proprietor, partnership, or corporation that has entered into a contract with the County to perform or execute the work covered by Exhibit A, Statement of Work.
- 2.3 **County:** County of Los Angeles
- 2.4 **County Librarian:** Head of the County of Los Angeles Public Library.
- 2.5 **Day(s):** Business day(s) unless otherwise specified.
- 2.6 **Fiscal Year:** The twelve (12) month period beginning July 1st and ending the following June 30th.
- 2.7 **Public Library:** County of Los Angeles Public Library

**3.0 WORK**

- 3.1 Pursuant to the provisions of this Contract, the Contractor will fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth in herein.
- 3.2 If the Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same will be

deemed to be a gratuitous effort on the part of the Contractor, and the Contractor will have no claim whatsoever against the County.

#### **4.0 TERM OF CONTRACT**

- 4.1 The term of this Contract will be **four (4)** years commencing after execution by County's Board of Supervisors (Board), unless sooner terminated or extended, in whole or in part, as provided in this Contract.
- 4.2 The County will have the sole option to extend this Contract term for up to **one (1)** additional one-year option period and **six (6)** month to month extensions, for a maximum total Contract term of **five (5)** years and **six (6)** months. Each such extension option may be exercised at the sole discretion of the County Librarian or his/her designee as authorized by the Board.

The County maintains databases that track/monitor contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a contract term extension option.

- 4.3 The Contractor will notify the Public Library when this Contract is within nine (9) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor will send written notification to Public Library at the address herein provided in Exhibit D - County's Administration.

#### **5.0 CONTRACT SUM**

- 5.1 The maximum contract sum under the terms of this Contract will be the total monetary amount payable by the County to the Contractor for provision of the temporary support personnel services specified herein in accordance with Exhibit B, Pricing Schedule – Hourly Bill Rates, and will not exceed a combined amount of **Four Hundred Thousand Dollars and Zero Cents (\$400,000.00)** each year of this Contract for each contract awarded. The Contractor will be paid only for services, actual hours worked, and other services approved in writing by the County, except as set forth in Sub-Section 8.1 – Amendments.
- 5.2 The County does not guarantee a minimum usage, however, the County will make a good faith effort to procure as needed services hereunder each year the Contract is in effect, contingent upon the Public Library's adopted budget and needs. Use of the awarded contracts will be alternated between the awarded contractors at the County's discretion. Further, use of temporary workers are limited a period not to exceed ninety (90) work days for a maximum of seven hundred and twenty (720) hours.

5.3 The Contractor will not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever, incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, will occur only with the County's express prior written approval.

5.4 The Contractor will maintain a system of record keeping that will allow the Contractor to determine when it has incurred seventy-five percent (75%) of the total contract authorization under this Contract. Upon occurrence of this event, the Contractor will send written notification to the Public Library at the address herein provided in Exhibit D - County's Administration.

**5.5 No Payment for Services Following Expiration/Termination of Contract**

The Contractor will have no claim against the County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Contractor after the expiration or other termination of this Contract. Should the Contractor receive any such payment it will immediately notify the County and will immediately repay all such funds to the County. Payment by the County for services rendered after expiration/termination of this Contract will not constitute a waiver of the County's right to recover such payment from the Contractor. This provision will survive the expiration or other termination of this Contract.

**5.6 Invoices and Payments**

5.6.1 The Contractor will invoice the County only for providing the tasks, deliverables, goods, services, and other work specified in Exhibit A - Statement of Work and elsewhere hereunder. The Contractor will prepare invoices, which will include the charges owed to the Contractor by the County under the terms of this Contract. The Contractor's payments will be as provided in Exhibit B, Pricing Schedule - Hourly Bill Rates, and the Contractor will be paid only for the tasks, deliverables, goods, services, and other work approved in writing by the County. If the County does not approve work in writing no payment will be due to the Contractor for that work.

5.6.2 The Contractor's invoices will be priced in accordance with Exhibit B, Pricing Schedule – Hourly Bill Rates. Rates will remain fixed and firm for the term of the Contract to include the option year and month-to-month extensions.

- 5.6.3 The Contractor's invoices will contain the following information: contract number, employee's name, job classification, assignment location, hours and dates worked for which payment is claimed.
- 5.6.4 The Contractor will submit invoices to the County by the 15<sup>th</sup> calendar day following the month of service.
- 5.6.5 All invoices under this Contract will be submitted to the County Contract Project Manager or designee at the physical or electronic address herein provided in Exhibit D - County's Administration.
- 5.6.6 **County Approval of Invoices**  
All invoices submitted by the Contractor for payment must have the written approval of the County Contract Project Manager, or their designee, prior to any payment thereof. In no event will the County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld.
- 5.6.7 The County may deduct from payment, amounts assessed which may include but not limited to, liquidated damages, replacement cost of services, cost for damages to County equipment and/or facilities or any other offset in accordance with the terms and conditions of this Contract.
- 5.6.8 The Contractor will be paid approximately forty-five (45) days in arrears, after submission of undisputed invoices. Approval of invoices submitted will be subject to auditing requirements of the County.
- 5.6.9 **Local Small Business Enterprises (SBE) – Prompt Payment Program**  
Certified Local Small Business Enterprises (LSBEs) will receive prompt payment for services they provide to County departments. Prompt payment is defined as fifteen (15) calendar days after receipt of an undisputed invoice.

## **6.0 ADMINISTRATION OF CONTRACT - COUNTY**

### **COUNTY ADMINISTRATION**

A listing of all County Administration referenced in the following Sub-sections are designated in Exhibit D - County's Administration. The County will notify the Contractor in writing of any change in the names or addresses shown.

#### **6.1 COUNTY CONTRACT PROJECT DIRECTOR**

The role of the County Contract Project Director may include:

- coordinating with Contractor and ensuring Contractor's performance of the Contract; however, in no event will Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby; and
- upon request of the Contractor, providing direction to the Contractor, as appropriate in areas relating to County policy, information requirements, and procedural requirements; however, in no event, will Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby.

## **6.2 COUNTY CONTRACT PROJECT MANAGER**

The role of the County's Contract Project Manager is authorized to include:

- meeting with the Contractor's Project Manager on a regular basis; and
- inspecting any and all tasks, deliverables, goods, services, or other work provided by or on behalf of the Contractor; however, in no event will Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby; and
- approving unanticipated work as provided herein.

The County Contract Project Manager is not authorized to make any changes in any of the terms and conditions of this Contract and is not authorized to further obligate the County in any respect whatsoever.

## **6.3 COUNTY CONTRACT PROJECT MONITOR**

The role of the County's Contract Project Monitor is to oversee the day-to-day administration of this Contract; however, in no event will Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby. The County Contract Project Monitor reports to the County Contract Project Manager.

## **7.0 ADMINISTRATION OF CONTRACT – CONTRACTOR**

A listing of all of Contractor's Administration referenced in the following subparagraphs are designated in Exhibit E - Contractor's Administration. The Contractor will notify the County in writing of any change in the names or addresses shown.

### **7.1 CONTRACTOR PROJECT MANAGER**

7.1.1 The Contractor Project Manager will be responsible for the Contractor's day-to-day activities as related to this Contract and will meet and coordinate with the County Contract Project Manager and the County Contract Project Monitor on a regular basis.

7.1.2 The Contractor's Project Manager must have three (3) years of demonstrated experience in the Temporary Support Personnel services industry to include but not limited to; providing qualified and experienced staff, overseeing of day-to-day operations, quality assurance and customer relations.

## **7.2 APPROVAL OF CONTRACTOR'S STAFF**

County has the absolute right to approve or disapprove all of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff, including, but not limited to, the Contractor's Project Manager.

## **7.3 CONTRACTOR'S STAFF IDENTIFICATION**

The Public Library will issue identification (ID) badges to Contractor employees assigned to work at Library locations. The Contractor's employees are required to have a County ID badge on their person and visible at all times while on duty and inside of a Public Library facility. No other ID badge is acceptable. Lost or damaged ID badges will be replaced at a replacement fee in accordance with the Public Library's Identification Card Policy. The Contractor is responsible to repay to the County the cost incurred for lost or damaged ID badges and stolen ID badges not reported to law enforcement.

7.3.1 The Contractor is responsible to ensure that staff obtains a Public Library ID badge by the date they are to begin a work assignment in a County facility. Contractor staff may be asked to leave a County facility by a County representative if they do not have the proper ID badge on their person.

7.3.2 The Contractor is responsible to ensure that staff report lost/stolen ID badges to a law enforcement agency within twenty-four (24) hours of discovery of loss/theft and provide to the County a copy of the police report or receipt for the police report.

7.3.3 The Contractor will notify the County within one (1) business day when staff is terminated from working under this Contract. The Contractor will retrieve and return the employee's ID badge to the County on the next business day after the employee has terminated employment with the Contractor.

7.3.4 If the County requests the removal of Contractor's staff, the Contractor will retrieve and return the employee's ID badge to the County on the next business day after the employee has been removed from working on the Contract.

7.3.5 Failure to return ID badges in accordance with this Sub-section will result in damages being assessed.

## **7.4 CONTRACTOR EMPLOYEE CRIMINAL RECORDS**

No personnel employed by the Contractor and providing the services herein will have a criminal conviction record or pending criminal trial for, a felony or misdemeanor offense, unless such record has been disclosed and employment of the employee has been approved in writing by the County.

## **7.5 BACKGROUND AND SECURITY INVESTIGATIONS**

7.5.1 Each of Contractor's staff performing services under this Contract, who is in a designated sensitive position, as determined by County in County's sole discretion, will undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under this Contract. Such background investigation must be obtained through fingerprints submitted to the California Department of Justice to include State, local, and federal-level review, which may include, but will not be limited to, criminal conviction information. The fees associated with the background investigation will be at the expense of the Contractor, regardless if the member of Contractor's staff passes or fails the background investigation.

7.5.2 If a member of Contractor's staff does not pass the background investigation, County may request that the member of Contractor's staff be immediately removed from performing services under the Contract at any time during the term of the Contract. County will not provide to Contractor or to Contractor's staff any information obtained through the County's background investigation.

7.5.3 County, in its sole discretion, may immediately deny or terminate facility access to any member of Contractor's staff that does not pass such investigation to the satisfaction of the County or whose background or conduct is incompatible with County facility access.

7.5.4 Disqualification of any member of Contractor's staff pursuant to this Sub-section 7.5 will not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

## **7.6 CONFIDENTIALITY**

7.6.1 The Contractor will maintain the confidentiality of all records and information in accordance with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including,

without limitation, County policies concerning information technology security and the protection of confidential records and information.

- 7.6.2 Contractor will indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with this Sub-section 7.6, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Sub-section 7.6 will be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County will have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County will be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor will not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of County without County's prior written approval.
- 7.6.3 The Contractor will inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality provisions of this Contract.
- 7.6.4 The Contractor will sign and adhere to the provisions of "Contractor Acknowledgement and Confidentiality Agreement", Exhibit F.

## **8.0 STANDARD TERMS AND CONDITIONS**

### **8.1 AMENDMENTS**

- 8.1.1 For any change which affects the scope of work, term, Contract Sum, payments, or any term or condition included under this Contract, an Amendment will be prepared and executed by the Contractor and by the Board.
- 8.1.2 The Board or Chief Executive Officer (CEO) or designee may require the addition and/or change of certain terms and conditions in the Contract during the term of this Contract. The County reserves the right to add and/or change such provisions as

required by the Board or CEO. To implement such changes, an Amendment to the Contract will be prepared and executed by the Contractor and by the County Librarian or his/her designee.

- 8.1.3 The County Librarian or his/her designee or the Board, may at his/her sole discretion, authorize extensions of time as defined in Section 4.0 - Term of Contract. The Contractor agrees that such extensions of time will not change any other term or condition of this Contract during the period of such extensions. To implement an extension of time, an Amendment to the Contract will be prepared and executed by the Contractor and by County Librarian or his/her designee or the Board.

## **8.2 ASSIGNMENT AND DELEGATION**

- 8.2.1 The Contractor will not assign its rights or delegate its duties under this Contract, or both, whether in whole or in part, without the prior written consent of the County, in its discretion, and any attempted assignment or delegation without such consent will be null and void. For purposes of this Paragraph, the County consent will require a written amendment to the Contract, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Contract will be deductible, at the County's sole discretion, against the claims, which the Contractor may have against the County.
- 8.2.2 Shareholders, partners, members, or other equity holders of the Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of the Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Contract, such disposition is an assignment requiring the prior written consent of the County in accordance with applicable provisions of this Contract.
- 8.2.3 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without the County's express prior written approval, will be a material breach of the Contract which may result in the termination of this Contract. In the event of such termination, the County will be entitled to pursue the same remedies against the Contractor as it could pursue in the event of

default by Contractor.

### **8.3 AUTHORIZATION WARRANTY**

The Contractor represents and warrants that the person executing this Contract for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Contract and that all requirements of the Contractor have been fulfilled to provide such actual authority.

### **8.4 BUDGET REDUCTIONS**

In the event that the Board adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County Contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the Contractor under this Contract will also be reduced correspondingly. The County's notice to the Contractor regarding said reduction in payment obligation will be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, the Contractor will continue to provide all of the services set forth in this Contract.

### **8.5 COMPLAINTS**

The Contractor will develop, maintain and operate procedures for receiving, investigating and responding to complaints.

8.5.1 Within ten (10) business days after Contract effective date, the Contractor will provide the County with the Contractor's policy for receiving, investigating and responding to user complaints.

8.5.2 The County will review the Contractor's policy and provide the Contractor with approval of said plan or with requested changes.

8.5.3 If the County requests changes in the Contractor's policy, the Contractor will make such changes and resubmit the plan within five (5) business days for County approval.

8.5.4 If, at any time, the Contractor wishes to change the Contractor's policy, the Contractor will submit proposed changes to the County for approval before implementation.

8.5.5 The Contractor will preliminarily investigate all complaints and notify the County Contract Project Manager of the status of the investigation within five (5) business days of receiving the complaint.

- 8.5.6 When complaints cannot be resolved informally, a system of follow through will be instituted which adheres to formal plans for specific actions and strict time deadlines.
- 8.5.7 Copies of all written responses will be sent to the County's Contract Project Manager within three (3) business days of mailing to the complainant.

## **8.6 COMPLIANCE WITH APPLICABLE LAW**

- 8.6.1 In the performance of this Contract, the Contractor will comply with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.
- 8.6.2 The Contractor will indemnify, defend, and hold harmless the County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by the Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by the County in its sole judgment. Any legal defense pursuant to the Contractor's indemnification obligations under this Sub-section 8.6 will be conducted by the Contractor and performed by counsel selected by the Contractor and approved by the County. Notwithstanding the preceding sentence, the County will have the right to participate in any such defense at its sole cost and expense, except that in the event the Contractor fails to provide the County with a full and adequate defense, as determined by the County in its sole judgment, the County will be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from the Contractor for all such costs and expenses incurred by the County in doing so. The Contractor will not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of the County without the County's prior written approval.

## **8.7 COMPLIANCE WITH CIVIL RIGHTS LAWS**

The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17), to the end that no person will, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from participation

in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. The Contractor will comply with Exhibit C - Contractor's EEO Certification.

## **8.8 COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM**

### **8.8.1 Jury Service Program**

This Contract is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached as Exhibit G and incorporated by reference into and made a part of this Contract.

### **8.8.2 Written Employee Jury Service Policy**

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the Contractor will have and adhere to a written policy that provides that its Employees will receive from the Contractor, on an annual basis, no less than five (5) days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.
2. For purposes of this Paragraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If the Contractor uses any Subcontractor to perform services for the County under the Contract, the Subcontractor will also be subject to the provisions of this Paragraph. The provisions of this Paragraph will be inserted into any such subcontract agreement and a

copy of the Jury Service Program will be attached to the agreement.

3. If the Contractor is not required to comply with the Jury Service Program when the Contract commences, the Contractor will have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the Contractor will immediately notify the County if the Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if the Contractor no longer qualifies for an exception to the Jury Service Program. In either event, the Contractor will immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sole discretion, that the Contractor demonstrate, to the County's satisfaction that the Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that the Contractor continues to qualify for an exception to the Program.
4. Contractor's violation of this Paragraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract and/or bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

## **8.9 CONFLICT OF INTEREST**

- 8.9.1 No County employee whose position with the County enables such employee to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such employee, will be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder will in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.
- 8.9.2 The Contractor will comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it will immediately make full written disclosure of such facts to the

County. Full written disclosure will include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this Paragraph will be a material breach of this Contract.

#### **8.10 CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST**

Should the Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, the Contractor will give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Contract.

#### **8.11 CONSIDERATION OF HIRING GAIN/GROW PARTICIPANTS**

8.11.1 Should the Contractor require additional or replacement personnel after the effective date of this Contract, the Contractor will give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration will mean that the Contractor will interview qualified candidates. The County will refer GAIN/GROW participants by job category to the Contractor. Contractors will report all job openings with job requirements to: [GAINGROW@dpss.lacounty.gov](mailto:GAINGROW@dpss.lacounty.gov) to obtain a list of qualified GAIN/GROW job candidates

8.11.2 In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees will be given first priority.

#### **8.12 CONTRACTOR RESPONSIBILITY AND DEBARMENT**

##### **8.12.1 Responsible Contractor**

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Contractors.

##### **8.12.2 Chapter 2.202 of the County Code**

The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the Contractor on this or other

contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the Contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five years but may exceed five years or be permanent if warranted by the circumstances, and terminate any or all existing Contracts the Contractor may have with the County.

#### **8.12.3 Non-responsible Contractor**

The County may debar a Contractor if the Board finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County, (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

#### **8.12.4 Contractor Hearing Board**

1. If there is evidence that the Contractor may be subject to debarment, the County will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
2. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative will be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board will prepare a tentative proposed decision, which will contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the County will be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board.
3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board will be presented to the Board. The Board will have

the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

4. If a Contractor has been debarred for a period longer than five (5) years, that Contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.
5. The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) the Contractor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board will conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing will be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
6. The Contractor Hearing Board's proposed decision will contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board will present its proposed decision and recommendation to the Board. The Board will have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

#### 8.12.5 **Subcontractors of Contractor**

These terms will also apply to Subcontractors of County Contractors.

### **8.13 CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW**

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. The County's Department of Children and Family Services will supply the Contractor with the poster to be used. Information on how to receive the poster can be found on the Internet at [www.babysafela.org](http://www.babysafela.org).

### **8.14 CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM**

8.14.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through Contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

8.14.2 As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the Contractor's duty under this Contract to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and will during the term of this Contract maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and will implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

### **8.15 COUNTY'S QUALITY ASSURANCE PLAN**

The County or its agent will evaluate the Contractor's performance under this Contract on not less than an annual basis. Such evaluation will include assessing the Contractor's compliance with all Contract terms and conditions and performance standards. Contractor deficiencies which the County determines are severe or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board.

The report will include improvement/corrective action measures taken by

the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Contract or impose other penalties as specified in this Contract.

#### **8.16 DAMAGE TO COUNTY FACILITIES, BUILDINGS, GROUNDS OR EQUIPMENT**

8.16.1 The Contractor will repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by the Contractor or employees or agents of the Contractor. Such repairs will be made immediately after the Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.

8.16.2 If the Contractor fails to make timely repairs, the County may make any necessary repairs. All costs incurred by the County, as determined by the County, for such repairs will be repaid by the Contractor by cash payment upon demand.

#### **8.17 EMPLOYMENT ELIGIBILITY VERIFICATION**

8.17.1 The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The Contractor will obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor will retain all such documentation for all covered employees for the period prescribed by law.

8.17.2 The Contractor will indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

#### **8.18 FACSIMILE REPRESENTATIONS**

The County and the Contractor hereby agree to regard facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to Sub-section 8.1, and received via communications facilities,

as legally sufficient evidence that such original signatures have been affixed to Amendments to this Contract, such that the parties need not follow up facsimile transmissions of such documents with subsequent (non-facsimile) transmission of "original" versions of such documents.

### **8.19 FAIR LABOR STANDARDS**

The Contractor will comply with all applicable provisions of the Federal Fair Labor Standards Act and will indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

### **8.20 FORCE MAJEURE**

8.20.1 Neither party will be liable for such party's failure to perform its obligations under and in accordance with this Contract, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events are referred to in this Paragraph as "force majeure events").

8.20.2 Notwithstanding the foregoing, a default by a subcontractor of Contractor will not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such subcontractor, and without any fault or negligence of either of them. In such case, the Contractor will not be liable for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Paragraph, the term "subcontractor" and "subcontractors" mean subcontractors at any tier.

8.20.3 In the event the Contractor's failure to perform arises out of a force majeure event, the Contractor agrees to use commercially reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

### **8.21 GOVERNING LAW, JURISDICTION, AND VENUE**

This Contract will be governed by, and construed in accordance with, the

laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Contract and further agrees and consents that venue of any action brought hereunder will be exclusively in the County of Los Angeles.

## **8.22 INDEPENDENT CONTRACTOR STATUS**

8.22.1 This Contract is by and between the County and the Contractor and is not intended, and will not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party will not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.

8.22.2 The Contractor will be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. The County will have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.

8.22.3 The Contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the County. The Contractor will be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the Contractor pursuant to this Contract.

8.22.4 The Contractor will adhere to the provisions stated in Sub-section 7.6 - Confidentiality.

## **8.23 INDEMNIFICATION**

The Contractor will indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers ("County Indemnitees") from and against any and all liability, including but not limited to demands, claims, actions, fees, costs and expenses (including attorney and expert witness fees), arising from and/or relating to this Contract, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnitees.

## **8.24 GENERAL PROVISIONS FOR ALL INSURANCE COVERAGE**

Without limiting the Contractor's indemnification of County, and in the

performance of this Contract and until all of its obligations pursuant to this Contract have been met, the Contractor will provide and maintain at its own expense insurance coverage satisfying the requirements specified in Sub-sections 8.24 and 8.25 of this Contract. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.

#### **8.24.1 Evidence of Coverage and Notice to County**

- Certificate(s) of insurance coverage (Certificate) satisfactory to the County, and a copy of an Additional Insured endorsement confirming the County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, will be delivered to the County at the address shown below and provided prior to commencing services under this Contract.
- Renewal Certificates will be provided to the County not less than 10 days prior to the Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Sub-Contractor insurance policies at any time.
- Certificates will identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate will match the name of the Contractor identified as the contracting party in this Contract. Certificates will provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000.00) dollars, and list any County required endorsement forms.
- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), will be construed as a waiver of any of the Required Insurance provisions.

Certificates and copies of any required endorsements will be sent to the County Contract Project Monitor at the physical or

electronic address herein provided in Exhibit D – County's Administration.

Contractor also will promptly report to the County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to the Contractor. The Contractor also will promptly notify the County of any third party claim or suit filed against Contractor or any of its Sub-Contractors which arises from or relates to this Contract, and could result in the filing of a claim or lawsuit against Contractor and/or County.

#### **8.24.2 Additional Insured Status and Scope of Coverage**

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively the County and its Agents) will be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. The County and its Agents additional insured status will apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also will apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

#### **8.24.3 Cancellation of or Changes in Insurance**

Contractor will provide the County with, or the Contractor's insurance policies will contain a provision that the County will receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice will be provided to the County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.

#### **8.24.4 Failure to Maintain Insurance**

The Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance will constitute a

material breach of the Contract, upon which the County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. The County, at its sole discretion, may obtain damages from the Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to the Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.

**8.24.5 Insurer Financial Ratings**

Coverage will be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

**8.24.6 Contractor's Insurance Will Be Primary**

Contractor's insurance policies, with respect to any claims related to this Contract, will be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage will be in excess of and not contribute to any Contractor coverage.

**8.24.7 Waivers of Subrogation**

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The Contractor will require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

**8.24.8 Sub-Contractor Insurance Coverage Requirements**

The Contractor will include all Sub-Contractors as insureds under Contractor's own policies, or will provide the County with each Sub-Contractor's separate evidence of insurance coverage. The Contractor will be responsible for verifying each Sub-Contractor complies with the Required Insurance provisions herein, and will require that each Sub-Contractor name the County and Contractor as additional insureds on the Sub-Contractor's General Liability policy. The Contractor will obtain the County's prior review and approval of any Sub-Contractor request for modification of the Required Insurance.

**8.24.9 Deductibles and Self-Insured Retentions (SIRs)**

The Contractor's policies will not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require the Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a

bond guaranteeing the Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond will be executed by a corporate surety licensed to transact business in the State of California.

#### **8.24.10 Claims Made Coverage**

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date will precede the effective date of this Contract. The Contractor understands and agrees it will maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.

#### **8.24.11 Application of Excess Liability Coverage**

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as the underlying primary policies, to satisfy the Required Insurance provisions.

#### **8.24.12 Separation of Insureds**

All liability policies will provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

#### **8.24.13 Alternative Risk Financing Programs**

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents will be designated as an Additional Covered Party under any approved program.

#### **8.24.14 County Review and Approval of Insurance Requirements**

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon the County's determination of changes in risk exposures.

### **8.25 INSURANCE COVERAGE**

8.25.1 **Commercial General Liability** insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$1 million

Personal and Advertising Injury: \$1 million  
Each Occurrence: \$1 million

- 8.25.2 **Automobile Liability** insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance will cover liability arising out of Contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable.
- 8.25.3 **Workers Compensation and Employers' Liability** insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also will include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form will be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also will be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.
- 8.25.4 **Sexual Misconduct Liability** insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than \$2 million per claim and \$2 million aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.
- 8.25.5 **Professional Liability/Errors and Omissions** insurance covering Contractor's liability arising from or related to this Contract, with limits of not less than \$1 million per claim and \$2 million aggregate. Further, Contractor understands and agrees it will maintain such coverage for a period of not less than three (3) years following this Agreement's expiration, termination or cancellation.
- 8.25.6 **Crime Coverage**  
A Fidelity Bond or Crime Insurance policy with limits of not less than \$1,000,000 per occurrence. Such coverage will protect

against all loss of money, securities, or other valuable property entrusted by County to Contractor, and apply to all of Contractor's directors, officers, agents and employees who regularly handle or have responsibility for such money, securities or property. The County and its Agents will be named as an Additional Insured and Loss Payee as its interests may appear. This insurance will include third party fidelity coverage, include coverage for loss due to theft, mysterious disappearance, and computer fraud/theft, and will not contain a requirement for an arrest and/or conviction.

## **8.26 LIQUIDATED DAMAGES**

- 8.26.1 If, in the judgment of the County Librarian, or his/her designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the County Librarian, or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the Contractor's invoice for work not performed. A description of the work not performed and the amount to be withheld or deducted from payments to the Contractor from the County, will be forwarded to the Contractor by the County Librarian, or his/her designee, in a written notice describing the reasons for said action.
- 8.26.2 If the County Librarian, or his/her designee, determines that there are deficiencies in the performance of this Contract that the County Librarian, or his/her designee, deems are correctable by the Contractor over a certain time span, the County Librarian, or his/her designee, will provide a written notice to the Contractor to correct the deficiency within specified time frames. Should the Contractor fail to correct deficiencies within said time frame, the County Librarian, or his/her designee, may: (a) Deduct from the Contractor's payment, pro rata, those applicable portions of the Monthly Contract Sum; and/or (b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the Contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages is Two Hundred Dollars (\$200) per day per infraction, or as specified in the PRS Chart, as defined in Exhibit A - Statement of Work – SOW Exhibits, Exhibit 2 hereunder, and that the Contractor will be liable to the County for liquidated damages in said amount. Said amount will be deducted from the County's payment to the Contractor; and/or (c) Upon giving five (5) days notice to the Contractor for failure to correct the deficiencies, the County may correct any and all deficiencies and the total costs incurred by the County for completion of the work by an alternate source, whether it be

County forces or separate private contractor, will be deducted and forfeited from the payment to the Contractor from the County, as determined by the County.

8.26.3 The action noted in sub-paragraph 8.26.2 will not be construed as a penalty, but as adjustment of payment to the Contractor to recover the County cost due to the failure of the Contractor to complete or comply with the provisions of this Contract.

8.26.4 This sub-paragraph will not, in any manner, restrict or limit the County's right to damages for any breach of this Contract provided by law or as specified in the PRS or sub-paragraph 8.26.2, and will not, in any manner, restrict or limit the County's right to terminate this Contract as agreed to herein.

## **8.27 MOST FAVORED PUBLIC ENTITY**

If the Contractor's prices decline, or should the Contractor at any time during the term of this Contract provide the same goods or services under similar quantity and delivery conditions to the State of California or any county, municipality, or district of the State at prices below those set forth in this Contract, then such lower prices will be immediately extended to the County.

## **8.28 NONDISCRIMINATION AND AFFIRMATIVE ACTION**

8.28.1 The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and will be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

8.28.2 The Contractor will certify to, and comply with, the provisions of Exhibit C - Contractor's EEO Certification.

8.28.3 The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action will include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

- 8.28.4 The Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation.
- 8.28.5 The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies will comply with all applicable Federal and State laws and regulations to the end that no person will, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.
- 8.28.6 The Contractor will allow County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this Sub-section 8.28 when so requested by the County.
- 8.28.7 If the County finds that any provisions of this Sub-section 8.28 have been violated, such violation will constitute a material breach of this Contract upon which the County may terminate or suspend this Contract. While the County reserves the right to determine independently that the anti-discrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment and Housing Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations will constitute a finding by the County that the Contractor has violated the anti-discrimination provisions of this Contract.
- 8.28.8 The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Contract, the County will, at its sole option, be entitled to the sum of Five Hundred Dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

## **8.29 NON EXCLUSIVITY**

Nothing herein is intended nor will be construed as creating any exclusive arrangement with the Contractor. This Contract will not restrict Public Library from acquiring similar, equal or like goods and/or services from other entities or sources.

### **8.30 NOTICE OF DELAYS**

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party will, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

### **8.31 NOTICE OF DISPUTES**

The Contractor will bring to the attention of the County Contract Project Manager and/or the County Contract Project Director any dispute between the County and the Contractor regarding the performance of services as stated in this Contract. If the County Contract Project Manager or County Contract Project Director is not able to resolve the dispute, the County Librarian, or his/her designee will resolve it.

### **8.32 NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT**

The Contractor will notify its employees, and will require each Subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice will be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

### **8.33 NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW**

The Contractor will notify and provide to its employees, and will require each Subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit H of this Contract and is also available on the Internet at [www.babysafela.org](http://www.babysafela.org) for printing purposes.

### **8.34 NOTICES**

All notices or demands required or permitted to be given or made under this Contract will be in writing and will be hand delivered with signed receipt or mailed by first-class registered or certified mail, postage prepaid, addressed to the parties as identified in Exhibit D - County's Administration and Exhibit E - Contractor's Administration. Addresses may be changed by either party giving ten (10) days' prior written notice thereof to the other party. The County Librarian or his/her designee will have the authority to issue all notices or demands required or permitted by the County under this Contract.

### **8.35 PROHIBITION AGAINST INDUCEMENT OR PERSUASION**

Notwithstanding the above, the Contractor and the County agree that,

during the term of this Contract and for a period of one year thereafter, neither party will in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

### **8.36 PUBLIC RECORDS ACT**

8.36.1 Any documents submitted by the Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to Sub-section 8.38 - Record Retention and Inspection/Audit Settlement of this Contract; as well as those documents which were required to be submitted in response to the Request for Proposals (RFP) used in the solicitation process for this Contract, become the exclusive property of the County. All such documents become a matter of public record and will be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The County will not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

8.36.2 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "trade secret", "confidential", or "proprietary", the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

### **8.37 PUBLICITY**

8.37.1 The Contractor will not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor's need to identify its services and related clients to sustain itself, the County will not inhibit the Contractor from publishing its role under this Contract within the following conditions:

- The Contractor will develop all publicity material in a professional manner; and
- During the term of this Contract, the Contractor will not, and will not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles,

or other materials using the name of the County without the prior written consent of the County Contract Project Director. The County will not unreasonably withhold written consent.

8.37.2 The Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with the County of Los Angeles, provided that the requirements of this Sub-section 8.37 will apply.

## **8.38 RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT**

The Contractor will maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. The Contractor will also maintain accurate and complete employment and other records relating to its performance of this Contract. The Contractor agrees that the County, or its authorized representatives, will have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, will be kept and maintained by the Contractor and will be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material will be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, the Contractor will pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.

8.38.1 In the event that an audit of the Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, then the Contractor will file a copy of such audit report with the County's Auditor-Controller within thirty (30) days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, the County will make a reasonable effort to maintain the confidentiality of such audit report(s).

8.38.2 Failure on the part of the Contractor to comply with any of the provisions of this Sub-section 8.38 will constitute a material breach of this Contract upon which the County may terminate or suspend this Contract.

8.38.3 If, at any time during the term of this Contract or within five (5) years after the expiration or termination of this Contract, representatives of the County conduct an audit of the Contractor regarding the work performed under this Contract, and if such audit finds that the County's dollar liability for any such work is less than payments made by the County to the Contractor, then the difference will be either: a) repaid by the Contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the Contractor from the County, whether under this Contract or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the difference will be paid to the Contractor by the County by cash payment, provided that in no event will the County's maximum obligation for this Contract exceed the funds appropriated by the County for the purpose of this Contract.

### **8.39 RECYCLED BOND PAPER**

Consistent with the Board's policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Contract.

### **8.40 SUBCONTRACTING**

8.40.1 The requirements of this Contract may not be subcontracted by the Contractor **without the advance approval of the County**. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Contract.

8.40.2 If the Contractor desires to subcontract, the Contractor will provide the following information promptly at the County's request:

- A description of the work to be performed by the Subcontractor;
- A draft copy of the proposed subcontract; and
- Other pertinent information and/or certifications requested by the County.

8.40.3 The Contractor will indemnify and hold the County harmless with respect to the activities of each and every Subcontractor in the same manner and to the same degree as if such Subcontractor(s) were the Contractor employees.

8.40.4 The Contractor will remain fully responsible for all performances required of it under this Contract, including those that the

Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.

- 8.40.5 The County's consent to subcontract will not waive the County's right to prior and continuing approval of any and all personnel, including Subcontractor employees, providing services under this Contract. The Contractor is responsible to notify its Subcontractors of this County right.
- 8.40.6 The County Contract Project Director is authorized to act for and on behalf of the County with respect to approval of any subcontract and Subcontractor employees. After approval of the subcontract by the County, the Contractor will forward a fully executed subcontract to the County for their files.
- 8.40.7 The Contractor will be solely liable and responsible for all payments or other compensation to all Subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.
- 8.40.8 The Contractor will obtain certificates of insurance, which establish that the Subcontractor maintains all the programs of insurance required by the County from each approved Subcontractor. The Contractor will ensure delivery of all such documents to the County Contract Project Manager at the physical or electronic address herein provided in Exhibit D - County's Administration before any Subcontractor employee may perform any work hereunder.

**8.41 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM**

Failure of the Contractor to maintain compliance with the requirements set forth in Sub-section 8.14 - Contractor's Warranty of Adherence to County's Child Support Compliance Program, will constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure of the Contractor to cure such default within ninety (90) calendar days of written notice will be grounds upon which the County may terminate this Contract pursuant to Sub-section 8.43 - Termination for Default and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.

**8.42 TERMINATION FOR CONVENIENCE**

- 8.42.1 This Contract may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work

hereunder will be effected by notice of termination to the Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective will be no less than ten (10) days after the notice is sent.

8.42.2 After receipt of a notice of termination and except as otherwise directed by the County, the Contractor will:

- Stop work under this Contract on the date and to the extent specified in such notice, and
- Complete performance of such part of the work as will not have been terminated by such notice.

8.42.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Contract will be maintained by the Contractor in accordance with Sub-section 8.38, Record Retention and Inspection/Audit Settlement.

#### **8.43 TERMINATION FOR DEFAULT**

8.43.1 The County may, by written notice to the Contractor, terminate the whole or any part of this Contract, if, in the judgment of County Contract Project Director:

- Contractor has materially breached this Contract; or
- Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Contract; or
- Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

8.43.2 In the event that the County terminates this Contract in whole or in part as provided in Paragraph 8.43.1, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Contractor will be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. The Contractor will continue the performance of this Contract to the extent not terminated under the provisions of this Paragraph.

- 8.43.3 Except with respect to defaults of any Subcontractor, the Contractor will not be liable for any such excess costs of the type identified in Paragraph 8.43.2 if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a Subcontractor, and if such default arises out of causes beyond the control of both the Contractor and Subcontractor, and without the fault or negligence of either of them, the Contractor will not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the Subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Paragraph, the term "Subcontractor(s)" means Subcontractor(s) at any tier.
- 8.43.4 If, after the County has given notice of termination under the provisions of this Sub-section 8.43, it is determined by the County that the Contractor was not in default under the provisions of this Sub-section 8.43, or that the default was excusable under the provisions of Paragraph 8.43.3, the rights and obligations of the parties will be the same as if the notice of termination had been issued pursuant to Sub-section 8.42 - Termination for Convenience.
- 8.43.5 The rights and remedies of the County provided in this Sub-section 8.43 will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

#### **8.44 TERMINATION FOR IMPROPER CONSIDERATION**

- 8.44.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, or extension of this Contract or the making of any determinations with respect to the Contractor's performance pursuant to this Contract. In the event of such termination, the County will be entitled to pursue the same remedies against the Contractor as it could pursue in the event of

default by the Contractor.

8.44.2 The Contractor will immediately report any attempt by a County officer or employee to solicit such improper consideration. The report will be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

8.44.3 Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

#### **8.45 TERMINATION FOR INSOLVENCY**

8.45.1 The County may terminate this Contract forthwith in the event of the occurrence of any of the following:

- Insolvency of the Contractor. The Contractor will be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;
- The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;
- The appointment of a Receiver or Trustee for the Contractor;  
or
- The execution by the Contractor of a general assignment for the benefit of creditors.

8.45.2 The rights and remedies of the County provided in this Sub-section 8.45 will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

#### **8.46 TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE**

The Contractor and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, will fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance will constitute a material breach of this Contract, upon which the County may in its sole discretion, immediately terminate or suspend this Contract.

#### **8.47 TERMINATION FOR NON-APPROPRIATION OF FUNDS**

Notwithstanding any other provision of this Contract, the County will not be obligated for the Contractor's performance hereunder or by any provision of this Contract during any of the County's future fiscal years unless and until the Board appropriates funds for this Contract in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract will terminate as of June 30 of the last fiscal year for which funds were appropriated. The County will notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

#### **8.48 VALIDITY**

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances will not be affected thereby.

#### **8.49 WAIVER**

No waiver by the County of any breach of any provision of this Contract will constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Contract will not be construed as a waiver thereof. The rights and remedies set forth in this Sub-section 8.49 will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

#### **8.50 WARRANTY AGAINST CONTINGENT FEES**

8.50.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon any Contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

8.50.2 For breach of this warranty, the County will have the right to terminate this Contract and, at its sole discretion, deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

#### **8.51 WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM**

The Contractor acknowledges that the County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations

(secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

Unless the Contractor qualifies for an exemption or exclusion, the Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with County Code Chapter 2.206.

**8.52 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM**

Failure of Contractor to maintain compliance with the requirements set forth in Sub-section 8.51 "Warranty of Compliance with County's Defaulted Property Tax Reduction Program" will constitute default under this contract. Without limiting the rights and remedies available to County under any other provision of this contract, failure of Contractor to cure such default within 10 days of notice will be grounds upon which County may terminate this contract and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.

**8.53 TIME OFF FOR VOTING**

The Contractor will notify its employees, and will require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than 10 days before every statewide election, every Contractor and subcontractors will keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

/

/

/

/

/

/

/

/

/

/

/

/

/

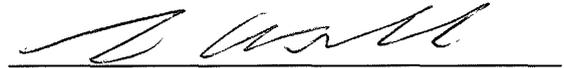
/

/

IN WITNESS WHEREOF, Contractor has executed this Contract, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Contract to be executed on its behalf by the Mayor of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, the day and year first above written.

CONTRACTOR: HOWROYD WRIGHT EMPLOYMENT AGENCY, INC. dba APPLEONE EMPLOYMENT SERVICES,

By



Name

Regional Vice President

Title

COUNTY OF LOS ANGELES

By

MICHAEL D. ANTONOVICH  
Mayor, Board of Supervisors

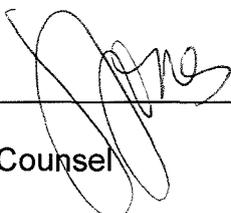
ATTEST:

PATRICK OGAWA  
Acting Executive Officer  
of the Board of Supervisors

By \_\_\_\_\_

APPROVED AS TO FORM:

MARY WICKHAM  
Interim County Counsel

By  \_\_\_\_\_  
Jill M. Jones  
Deputy County Counsel

**CONTRACT FOR  
TEMPORARY SUPPORT PERSONNEL SERVICES**

**TABLE OF CONTENTS OF EXHIBITS**

**STANDARD EXHIBITS**

- A STATEMENT OF WORK
- B PRICING SCHEDULE – HOURLY BILL RATES
- C CONTRACTOR’S EEO CERTIFICATION
- D COUNTY’S ADMINISTRATION
- E CONTRACTOR’S ADMINISTRATION
- F CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT
- G JURY SERVICE ORDINANCE
- H SAFELY SURRENDERED BABY LAW

# **EXHIBIT A**

## **STATEMENT OF WORK (SOW)**

### **TEMPORARY SUPPORT PERSONNEL SERVICES**

**STATEMENT OF WORK (SOW)  
 TEMPORARY SUPPORT PERSONNEL SERVICES  
 TABLE OF CONTENTS**

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE</u>
1.0	SCOPE OF WORK .....	1
2.0	DEFINITIONS .....	1
3.0	ADDITIONAL SERVICES, SPECIFIC TASKS AND/OR WORK HOURS .....	1
4.0	QUALITY CONTROL.....	2
5.0	QUALITY ASSURANCE PLAN .....	2
6.0	RESPONSIBILITIES.....	3
	<u>County</u>	
6.1	Personnel .....	3
6.2	Equipment .....	4
	<u>Contractor</u>	
6.3	Contract Project Manager.....	4
6.4	Personnel .....	5
6.5	Contractor Employee Attendance.....	5
6.6	Qualified Personnel .....	6
6.7	Identification Badge .....	6
6.8	Training .....	7
6.9	Salaries .....	8
6.10	Contractor’s Office.....	8
7.0	HOURS/DAYS OF WORK.....	8
8.0	USE OF COUNTY SEAL OR LETTERHEAD.....	9
9.0	TEMPORARY PERSONNEL REQUEST.....	9
10.0	MINIMUM QUALIFICATIONS.....	9
10.1	Account Clerk I .....	9
10.2	Account Clerk II .....	9
10.3	Accounting Technician I .....	10
10.4	Intermediate Typist Clerk.....	10
10.5	Procurement Assistant .....	10
10.6	Receptionist.....	10

**STATEMENT OF WORK (SOW)  
TEMPORARY SUPPORT PERSONNEL SERVICES  
TABLE OF CONTENTS**

<b><u>SECTION</u></b>	<b><u>TITLE</u></b>	<b><u>PAGE</u></b>
10.7	Senior Typist Clerk .....	10
10.8	Secretary .....	11
10.9	Warehouse Worker .....	11
<b>11.0</b>	<b>SPECIFIC WORK REQUIREMENTS .....</b>	<b>11</b>
<b>12.0</b>	<b>GREEN INITIATIVES.....</b>	<b>11</b>
<b>13.0</b>	<b>PERFORMANCE REQUIREMENTS SUMMARY.....</b>	<b>11</b>

**STATEMENT OF WORK EXHIBITS**

- 1 CONTRACT DISCREPANCY REPORT
- 2 PERFORMANCE REQUIREMENTS SUMMARY CHART
- 3 JOB APPLICANT INFORMATION SHEET

# **STATEMENT OF WORK (SOW)**

## **1.0 SCOPE OF WORK**

The Contractor will provide experienced support personnel on an as-needed basis for the County of Los Angeles Public Library (Public Library) to perform the duties delineated herein. The majority of the work assignments will be at the Library Headquarters located in Downey, CA. However, the Contractor will also fill requests to staff other Public Library locations throughout the County of Los Angeles.

- 1.1 The principal job classifications needed are Account Clerk I, Account Clerk II, Account Technician I, Intermediate Typist Clerk, Procurement Assistant, Receptionist, Senior Typist Clerk, Secretary, and Warehouse Worker. Other job classifications could be required from time-to-time in **a)** higher level job classifications with duties comparable to those in the principal job classifications (for example: executive secretary, etc.) and **b)** other occupational categories such as programmer analysts and general laborers.
- 1.2 The Contract is to provide temporary support personnel on an as-needed basis, for any temporary situations and is not an exclusive contract. Temporary Support Personnel services may be utilized for any single peak load, emergency or temporary absence which requires temporary personnel services not to exceed a maximum of ninety (90) business days or 720 hours whichever, comes first. County reserves the right to contract with other entities for the same or similar services.
- 1.3 The County does not guarantee a minimum usage, however, the County will make a good faith effort to procure as needed services hereunder each year the Contract is in effect, contingent upon the Public Library's adopted budget and needs.

## **2.0 DEFINITIONS**

Throughout this SOW, references are made to certain persons, groups, or Department/Agencies. For convenience, a description of specific definitions can be found in the Contract, Section 2.0, Definitions. The headings are for convenience and reference only and are not intended to define the scope of any provisions thereof.

## **3.0 ADDITIONAL SERVICES, SPECIFIC TASKS AND/OR WORK HOURS**

The County will have the right to request additional services, specific tasks and/or work hours based on organization and/or operational requirements during the term of the contract with a five (5) day written notice from the County.

Telephone notification by the County will be made for services needing immediate attention.

#### **4.0 QUALITY CONTROL**

The Contractor will establish and utilize a comprehensive Quality Control Plan to assure the County a consistently high level of service throughout the term of the Contract. The Plan will be submitted to the County's Contract Project Manager for review. The plan will include, but may not be limited to, the following:

- 4.1 Method and frequency of monitoring to ensure that Contract requirements are being met.
- 4.2 Title/level and qualifications of personnel performing monitoring functions.
- 4.3 A record of all monitoring activities conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, will be provided to the County upon request.
- 4.4 The Contractor will maintain a written log of all complaints, the date, time, and the action taken or reason for the inaction. The log of complaints will be open to inspection by the County either in person, mailed, faxed, or emailed to the County upon request.
- 4.5 The Contractor will maintain and keep all background investigation records performed on Contractor Employees providing services under this Contract.

#### **5.0 QUALITY ASSURANCE PLAN**

The County will evaluate the Contractor's performance under this Contract using the quality assurance procedures as defined in this Contract, Section 8.0 - Standard Terms and Conditions, Sub-section 8.15 - County's Quality Assurance Plan.

##### **5.1 Meetings**

The Contractor will meet with the County as needed to monitor the progress of the contract. Advance notification will be given at least one (1) business day prior; however, depending on the importance of the issue, a meeting may be scheduled during the same business day. Contractor employees attending meetings must be at the level of the Contractor Project Manager or higher. Failure to attend will cause an assessment of two-hundred dollars (\$200.00) as referred in SOW Exhibit 2, Performance Requirements Summary.

##### **5.2 Annual Evaluation**

The County, or its agent, will evaluate the Contractor's performance under the Contract on not less than an annual basis. Such evaluation will

include assessing the Contractor's compliance with all Contract terms and performance standards. The report will include improvement/corrective action measures taken by the County and the Contractor. Contractor deficiencies, which the County determines as severe or continuing and that may place performance of the Contract in jeopardy if not corrected, may be reported to the Board. If improvement does not occur consistent with corrective action measures, the County may terminate the Contract or impose liquidated damages, as specified in the Contract.

### **5.3 Contract Discrepancy Report**

Notification of a Contract discrepancy will be made to the Contractor's Project Manager as soon as possible whenever a Contract discrepancy is identified. The problem will be resolved within a time period mutually agreed upon by the County and the Contractor but, in no case more than thirty (30) calendar days. Failure to resolve the problem within the time specified will result in issuing a formal Contract Discrepancy Report (Statement of Work Exhibits, Exhibit 1) with an assessment, retroactive to the initial report of the discrepancy.

Upon receipt of this document, the Contractor is required to respond in writing to the County's Contract Project Manager within five (5) business days, acknowledging the reported discrepancies or presenting contrary evidence. A plan for correction of all deficiencies identified in the Contract Discrepancy Report will be submitted to the County's Contract Project Monitor within ten (10) business days.

### **5.4 County Observations**

In addition to departmental contracting staff, other County personnel may observe performance, activities, and review documents relevant to this Contract at any time during normal business hours. However, these personnel may not unreasonably interfere with the Contractor's performance.

## **6.0 RESPONSIBILITIES**

The County's and the Contractor's responsibilities are as follows:

### **COUNTY**

#### **6.1 Personnel**

The County will administer the Contract according to the Contract, Section 6.0 - Administration of Contract - County. Specific duties will include:

- 6.1.1 Monitoring the Contractor's performance in the daily operation of this Contract.
- 6.1.2 Providing direction to the Contractor in areas relating to policy, information and procedural requirements.

- 6.1.3 Preparing Amendments in accordance with the Contract, Section 8.0 - Standard Terms and Conditions, Sub-section 8.1 - Amendments.

## **6.2 Equipment**

The County will provide whatever equipment, deemed necessary by the County, for temporary personnel to perform the duties described herein:

- 6.2.1 Equipment provided may include but is not limited to, computers, computer peripherals, copiers, scanners, and telephones.

## **CONTRACTOR**

### **6.3 Contract Project Manager**

- 6.3.1 The Contractor will provide a full-time Contract Project Manager or designated alternate. The County must have access to the Contract Project Manager five (5) days a week, Monday – Friday, 7:00 a.m. – 6 p.m., Pacific Standard Time (PST). The Contractor will provide a telephone number where the Contractor Project Manager can be reached during hours outside of office business hours.
- 6.3.2 The Contract Project Manager or designated alternate will act as a central point of contact with the County and have full authority to act for the Contractor on all matters relating to the daily operations of the Contract.
- 6.3.3 The Contractor Project Manager and alternate must be able to effectively communicate in English, both orally and in writing.
- 6.3.4 The Contract Project Manager will have three (3) years of demonstrated experience in the temporary personnel services industry to include but not limited to; providing qualified and experienced staff, overseeing of day-to-day operations, quality assurance and customer relations.
- 6.3.5 The Contractor Project Manager or designated alternate must provide to the County Contract Program Monitor, a copy of employee timesheets by the business day following the end of the pay period.
- 6.3.6 The Contractor Project Manager will ensure no contractor employee works more than seven hundred and twenty (720) hours on an individual assignment and must provide notice to the County Contract Project Monitor when the employee is within 40 hours of reaching this maximum.

- 6.3.7 The Contractor Project Manager will ensure no contractor employee works more than ninety (90) business days on an individual assignment and must provide notice to the County Contract Project Monitor when the employee has worked seventy-five (75) business days.

#### **6.4 Personnel**

- 6.4.1 The Contractor will ensure qualified personnel are readily available to meet the Public Library's temporary help needs.
- 6.4.2 No Contractor employee, while working under this Contract, will also at the same time be employed by the County.
- 6.4.3 Contractor employees performing services under this Contract must undergo and pass a background investigation to the satisfaction of the County as a condition of beginning and continuing to perform services under this Contract as set forth in Sub-section 7.5, Background and Security Investigation, of the Contract.

No personnel employed by the Contractor and providing services herein will have a criminal conviction record or pending criminal trial for, a felony or misdemeanor offense, unless such record has been disclosed and employment of the employee has been approved in writing by the County.

- 6.4.4 The Contractor will be responsible for providing all legally required employee benefits to employees assigned to the County on behalf of the Contractor including, without limitation, direct and indirect payment of salaries, wages, compensation or other benefits.
- 6.4.5 Contractor employees assigned by the Contractor to perform services under this Contract will at all times be employees of the Contractor. The Contractor will have the sole right to hire, suspend, discipline or discharge its employee without influence from the County. However, the County, at its sole discretion, may remove any Contractor employee from working on the Contract.
- 6.4.6 At no time are the Contractor's employees allowed to use County equipment for their personal use.

#### **6.5 Contractor Employee Attendance**

Contractor employees providing services under this Contract must be dependable and observe assigned working hours. Failure to observe working hours includes tardiness in arriving at or returning to an assigned work station and leaving the work station without authorization.

The County may remove or request a replacement of Contractor employees who fail to comply with attendance requirements. Such removal does not relieve the Contractor of its obligation to perform under this Contract.

**6.5.1 Observance of Work Hours**

Contractor employees are to observe working hours.

**6.5.2 Unscheduled Absences**

Contractor employees who will be late or absent must notify their employer (Contractor) within an hour before their scheduled starting time. The Contractor upon receipt of this notification must immediately inform the County's Contract Project Monitor. The Contractor must provide a replacement employee upon request.

**6.5.3 Scheduled Absences**

Contractor employees will make a request to their employee (Contractor) to be absent from work as soon they become aware of the need. The Contractor upon receipt of this request must send written notification to the County's Contract Project Monitor. The County's Contract Project Monitor will notify the Contractor if a replacement is needed.

**6.6 Qualified Personnel**

6.6.1 In the event a Contractor employee is unable to perform the prescribed services under this Contract and/or it is discovered subsequent to hire, that an employee working on the Contract does not meet the education or physical requirements, the Contractor will immediately remove that employee from working on the Contract.

6.6.2 The County may at any time remove or replace a Contractor employee whose conduct is, in the reasonable belief of the County, detrimental to the interest of the public or other employees.

6.6.3 At the County's sole discretion, the Contractor will have twenty-four (24) hours to replace an unqualified employee. Thereafter, the County reserves the right to procure services from alternative sources.

**6.7 Identification Badges**

The Public Library will issue County identification (ID) badges to Contractor employees assigned to work at Public Library facility.

- 6.7.1 The Contractor's employees are required to have a County ID badge on their person and visible at all times while on duty and inside of a Public Library facility. No other ID badge is acceptable.
- 6.7.2 The Contractor is responsible to ensure that employees have obtained a County ID badge by the date they are to begin a work assignment at a Public Library facility. Contractor employees may be asked to leave a Public Library facility by a County representative if they do not have the proper County ID badge on their person.
- 6.7.3 The Contractor is responsible to ensure that employees report stolen County ID badges to a law enforcement agency within twenty-four (24) hours of discovery of theft and provide to the County a copy of the police report or receipt for police report.
- 6.7.4 Lost or damaged County ID badges will be replaced at a replacement fee in accordance with the Public Library's Identification Card Policy. The Contractor is responsible to repay to the County the cost incurred for lost or damaged County ID badges and stolen County ID badges not reported to law enforcement.
- 6.7.5 The Contractor will notify the County within one (1) business day when an employee is terminated from working under this Contract. The Contractor will retrieve and return the employee's County ID badge to the County on the next business day after the employee has terminated employment with the Contractor.
- 6.7.6 If the County requests the removal of a Contractor's employee, the Contractor will retrieve and return the employee's County ID badge to the County on the next business day after the employee has been removed from working on the Contract.
- 6.7.7 Failure to return County ID badges in accordance with this Sub-section will result in damages being assessed.

## **6.8 Training**

- 6.8.1 The Contractor will provide training programs for all new employees and continuing in-service training for all employees.
- 6.8.2 All company training records must include a course outline of subjects trained in and a signature from the employee acknowledging training and understanding. Training records must be available for inspection at the request of the County. The County may evaluate course outline and materials to ensure appropriateness for positions covered under this Contract.

6.8.3 The Contractor is responsible for ensuring that each Contractor employee is familiar with the services to be provided under the Contract.

## 6.9 Salaries

The Contractor is solely responsible for providing to its employees all legally required employee benefits and wages. The County will not be called upon to assume any liability for the direct payment of salaries, wages, benefits or any other compensation to any Contractor employee. The County is responsible only to pay the Contractor for services provided in accordance with Exhibit B, Pricing Schedule – Hourly Bill Rates, of the Contract.

## 6.10 Contractor's Office

The Contractor must maintain an office with telephone service in the company's name where the Contractor conducts business.

### 6.10.1 Business Hours

The Contractor's office will be staffed during the hours of 7:00 a.m. to 5 p.m. PST, Monday – Friday, by at least one employee who can respond to inquiries and complaints, which may be received about the Contractor's performance of the Contract. If an answering service receives the call during normal business hours, the Contractor must respond within thirty (30) minutes of receipt of call.

### 6.10.2 After-Hours

When the Contractor's office is closed, the Contractor Project Manager's after-hours number will be utilized to address inquiries and complaints. If a voicemail is utilized, the Contractor Project Manager must respond within thirty (30) minutes of receipt of call.

## 7.0 HOURS/DAY OF WORK

7.1 Contract employees will be assigned to work between the hours of 7:00 a.m. to 6:00 p.m., Monday through Friday, and possibly some Saturdays based on work assignment not to exceed 40 hours per week. **No overtime will be accumulated or paid.**

7.2 The Contractor is not required to provide services on the following holidays:

- |                                  |   |
|----------------------------------|---|
| - New Year's Day                 | - Labor Day                             |
| - Dr. Martin Luther King Jr. Day | - Columbus Day                          |
| - Presidents' Day                | - Veteran's Day                         |
| - Memorial Day                   | - Thanksgiving Day and following Friday |
| - Independence Day               | - Christmas Day                         |

The Contractor will be notified of any other Public Library closures as necessary.

## **8.0 USE OF COUNTY SEAL OR LETTERHEAD**

The Contractor nor its employees will not use or display the County or the Public Library official seal, letterhead or name of the County of Los Angeles or County of Los Angeles Public Library in any communication without written approval.

## **9.0 TEMPORARY PERSONNEL REQUEST**

- 9.1 The County will notify the Contractor when a temporary employee is needed.
- 9.2 The Contractor must respond to the County within twenty-four (24) hours providing the following for each potential candidate:
  1. a resume; and
  2. a completed Job Applicant Information Sheet – (Statement of Work Exhibits, Exhibit 3).
- 9.3 The County, upon receiving the required information, may proceed with the assignment process to include but not limited to interviewing and fingerprinting of a potential candidate.
- 9.4 The County reserves the right to cancel the request for the Contractor's failure to respond within the specified time or the Contractor's failure to provide the required documents; and may, at any time, for any reason, cancel or end an assignment.

## **10.0 MINIMUM QUALIFICATIONS**

Listed below are the minimum qualifications for each of the nine (9) principal classifications:

### **10.1 ACCOUNT CLERK I**

One year's experience in bookkeeping assisting in the maintenance of a double entry accounting system and associated subsidiary records involving coding transactions and posting and balancing of ledgers, journals, and registers. Must be able to use a 10-key calculator by touch; have knowledge of accounts receivable and payable; be able to reconcile bank statements and other financial statements; and review invoices for payment.

### **10.2 ACCOUNT CLERK II**

Must be able to perform a variety of the more difficult and complex bookkeeping and financial-clerical work, spending a large portion of time

in maintaining the accounting records of a moderate to large-scale general accounting system; reconcile bank accounts affecting the balances of a large group of funds or revenue accounts, and involving a very large number of transactions; and compile financial, statistical accounting, and operating reports.

### **10.3 ACCOUNTING TECHNICIAN I**

Education: Completion of twelve (12) units of Accounting including a course in advanced accounting from an accredited college, or equivalent accounting education - OR - Graduation from an accredited junior college or two-year business college with completion of the full accounting curriculum. Experience: One year accounting experience.

### **10.4 INTERMEDIATE TYPIST CLERK**

One year's office clerical experience - OR - A certificate or Associate of Arts degree in clerical procedures or office administration from an accredited college. Must be able to type at the rate of 40 net words per minute; must be proficient in using a facsimile and photocopy machine; have experience using a computer and be proficient in Microsoft Word; and be able to adhere to controls and procedures where work is divided among personnel performing separate parts of an entire operation.

### **10.5 PROCUREMENT ASSISTANT**

One year's experience in procurement, storekeeping or related activities. Must be able to canvass vendors to locate items which are out of production or are in short supply; obtain prices, discounts, and delivery dates; participate in writing specifications; review reports of goods received; and inspect merchandise to verify conformance to purchase order specifications.

### **10.6 RECEPTIONIST**

One year of office clerical experience. Must communicate clearly in English, verbally and in writing; answer multiple telephone lines and take messages accurately; interact with the public and staff by telephone and in person; give accurate and complete information; and use good customer service skills.

### **10.7 SENIOR TYPIST CLERK**

Three year's office clerical experience. Must be able to type at the rate of 40 net words per minute; be proficient in using a facsimile, photocopy machine and calculator; have experience using a computer and be proficient in Microsoft Word and Microsoft Excel; be able to type drafts and final versions of various documents and review and edit documents to ensure proper grammar, spelling, punctuation and format.

## **10.8 SECRETARY**

Two year's secretarial experience. Must be able to type 40 net words per minute; use a computer and must be proficient in Microsoft Word, Microsoft Excel or Access; be able to screen office and telephone calls; schedule appointments and arrange conferences and meetings; compose announcements, memos and letters; prepare drafts and final versions of memos, letters, notices and bulletins; attend meetings; and record minutes.

## **10.9 WAREHOUSE WORKER**

Six months experience in receiving, storing, issuing, and shipping inventorying supplies, equipment or property.

## **11.0 SPECIFIC WORK REQUIREMENTS**

- 11.1 The Contractor will provide qualified and dependable employees who will perform, under County supervision, services required to cover specified task(s), sites and work shifts.
- 11.2 The Contractor will recruit; pre-screen, to include background check and select only qualified personnel to work at Public Library facilities.
- 11.3 The Contractor's employees will meet the minimum qualifications as set for in Section 10.0, Minimum Qualifications of this SOW.
- 11.4 All Contractor employees providing service under this Contract are required to wear clothing and shoes suitable to their job classification and must maintain a neat and professional appearance in the performance of their duties.

## **12.0 GREEN INITIATIVES**

- 12.1 The Contractor will use reasonable efforts to initiate "green" practices for environmental and energy conversation benefits.
- 12.2 The Contractor will notify the County's Contract Project Manager of Contractor's new green initiatives prior to the contract commencement.

## **13.0 PERFORMANCE REQUIREMENTS SUMMARY (PRS)**

The PRS is a listing of requirements that are intended to be completely consistent with the Contract and the SOW and are not meant in any case to create, extend, revise, or expand any obligation of the Contractor beyond that defined in the Contract and the SOW. Refer to the Statement of Work Exhibits, Exhibit 2, Performance Requirements Summary (PRS). In any case of apparent inconsistency between services as stated in the Contract and the SOW and this PRS, the meaning apparent in the Contract or the SOW will prevail. If any requirement seems to be created in this PRS, which is not clearly and forthrightly

set forth in the Contract and the SOW, that apparent requirement will be null and void and place no requirement on the Contractor. When the Contractor's performance does not conform to the requirements of this Contract, the County will have the option to apply the following non-performance remedies:

- Require the Contractor to implement a formal corrective action plan, subject to approval by the County. In the plan, the Contractor must include reasons for the unacceptable performance; specify steps to return performance to an acceptable level, and monitoring methods to prevent recurrence.
- Reduce payment to the Contractor by a computed amount based on the penalty fee(s) in the PRS.
- Reduce, suspend or cancel this Contract for systematic, deliberate misrepresentations or unacceptable levels of performance.

This section does not preclude the County's right to terminate the contract upon ten (10) days written notice with or without cause, as provided for in the Contract, Section 8.0 - Standard Terms and Conditions, Sub-section 8.42 - Termination for Convenience.

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

# **EXHIBIT A**

## **STATEMENT OF WORK EXHIBITS**

- 1 ..... CONTRACT DISCREPANCY REPORT (SAMPLE)**
- 2 ..... PERFORMANCE REQUIREMENTS SUMMARY (PRS)**
- 3 ..... JOB APPLICANT INFORMATION SHEET**



7400 E. IMPERIAL HWY. • P.O. BOX 7011 • DOWNEY, CA 90241-7011 • PHONE: 562-940-8485 • FAX: 562-803-0016

# CONTRACT DISCREPANCY REPORT

Date Submitted to Contractor: **February 3, 2015**

TO: (Contractor) **John Doe  
DoeRayMe Building Services, Inc.,**

---

FROM:	<b>Jane Smith Contract Services Unit</b>	Phone No.:	<b>(562) 940 – 6919</b>
		Fax No.:	<b>(562) 803 – 0016</b>

---

CONTRACT NO.	<b>12345</b>	CONTRACT TITLE:	<b>CUSTODIAL SERVICES – AREA 3</b>
--------------	--------------	-----------------	------------------------------------

---

TYPE OF DISCREPANCY:

---

DISCREPANCY DETAILS:

CONTRACTOR RESPONSE INSTRUCTIONS:

1. Acknowledge the receipt of the Contract Discrepancy Report to the County Contract Project Manager.
2. Review the discrepancy.
3. Review the Contract reference for compliance.
4. Identify the cause of the problem and determine a corrective action.
5. Respond to the Contract Discrepancy Report in writing by submitting a formal letter of response to the Contract Services Coordinator.

COUNTY EVALUATION OF CONTRACTOR RESPONSE:

The Contract Services Coordinator will evaluate the Contractor’s response and will reply to the Contractor indicating satisfactory or unsatisfactory completion of the corrective action.

**COUNTY OF LOS ANGELES  
TEMPORARY SUPPORT PERSONNEL SERVICES  
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART**

Sections found in:      **Contract = Contract**                      **SOW = Exhibit A - Statement of Work**

<b>SECTION</b>	<b>SPECIFIC PERFORMANCE REFERENCE/REQUIRED SERVICE</b>	<b>STANDARD OF PERFORMANCE</b>	<b>MONITORING METHOD</b>	<b>DEDUCTIONS/FEEES TO BE ASSESSED</b>
<b>CONTRACT: SECTION 4.0</b>	Term of Contract	Contractor shall notify the County in writing when the Contract is within nine (9) months from the expiration of the term.	Receipt of notification	\$500 per occurrence
<b>CONTRACT: SECTION 5.0</b>	Contract Sum	Contractor shall notify the County in writing when Contractor has incurred seventy-five percent (75%) of the total contract sum authorized under this Contract.	Receipt of notification	\$500 per occurrence
<b>CONTRACT: SECTION 7.0</b>	Administration of Contract - Contractor	Contractor shall notify the County in writing of any change in name or address of the Project Manager.	Review of reports, availability and response to inquires	\$200 per day when documentation not provided
<b>CONTRACT: SECTION 8.25</b>	Insurance Coverage	Insurance coverage maintained as required.	Receipt and review of Insurance and Documentation	\$500 per day; Contract termination at Library's option
<b>CONTRACT: SECTION 8.38</b>	Record Retention & Inspection/Audit Settlement	Contractor to maintain all required documents/records.	Review of records and Inspection of files	\$500 per occurrence
<b>CONTRACT: SECTION 8.40</b>	Subcontracting	Contract may not be subcontracted by contractor without the advanced approval of the County.	Review of records, Inspection of files, and interview of employees	\$500 per occurrence; Contract termination at Library's option
<b>SOW: SECTION 4.0</b>	Quality Control	Contractor shall establish and utilize a comprehensive Quality Control Plan.	Receipt of the Quality Control Plan	\$500 per occurrence
<b>SOW: SECTION 5.0</b>	Quality Assurance Plan	Contractor shall meet with the County as needed to monitor the successful progress of the contract.	Meeting as needed and/or as requested by the County.	\$200 per occurrence

**COUNTY OF LOS ANGELES  
 TEMPORARY SUPPORT PERSONNEL SERVICES  
 PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART**

SECTION	SPECIFIC PERFORMANCE REFERENCE/REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
<b>SOW: SECTION 6.10</b>	Contractor's Office	County must have access Monday thru Friday, 7:00 a.m. - 5:00 p.m. to at least one (1) employee who can respond to inquires and complaints.	Non-responsive to phone calls, fax or e-mails.	\$500 per day, per occurrence
<b>SOW: SECTION 9.0</b>	Temporary Personnel Request	Contractor is to provide resumes and Job Applicant Information Sheets within twenty-four (24) hours of receipt of request.	Receipt of resume via fax or e-mail	\$300 per request and/or cancellation of request for personnel.

**Note:** This chart covers deduction/fees for contract non-compliance. Section of the contract may contain deductions for specific violations not addressed here. Non-compliance with any requirements not specified in the PRS above may be subject to the liquidated damages indicated under Section 8.26, sub-paragraph 8.26.2. of the Contract.

**CONFIDENTIAL****COUNTY OF LOS ANGELES PUBLIC LIBRARY  
JOB APPLICANT INFORMATION SHEET**

Date \_\_\_\_\_

Name \_\_\_\_\_

Last 4 digits  
of Soc. Sec. No.    Home Address \_\_\_\_\_  
Street City Zip Code

Home Phone ( ) \_\_\_\_\_ Cell/Message Phone ( ) \_\_\_\_\_

E-mail address \_\_\_\_\_

Position Applied For: \_\_\_\_\_  
Title Location

**Instructions:** This form is to be completed by candidates who are eligible for employment with the County of Los Angeles Public Library. It will be used as part of the job placement and selection interview process. If you have provided a resume, only complete those questions that request information that is not contained in your resume.

1. List any former names which you have used in employment \_\_\_\_\_

2. Are you a citizen of the United States of America?  Yes  NoIf No, can you show proof of government permission to work?  Yes  No3. If you are fluent in any language in addition to English, please list. Speak Read Write  
(Please check if fluent)

\_\_\_\_\_

4. Do you possess any other special skills that may be helpful on the job, such as typing or computer skills? If so, please describe and include skill level (for example, type 40 words per minute):

\_\_\_\_\_

5. Do you have any relatives currently employed with our organization? If so, please complete:

Name	Relationship	Work Location

6. Education (Check one):  High School Diploma  G.E.D. Certificate

Name of College, University, Vocational School or Institute	Location/Address	Major	Degree/Certificate

7. List your work and volunteer experience for the last 10 years. If employed by the County of Los Angeles Public Library, include the position held and library/section. (Continue on reverse side or attach resume.)

Company/Dept. Name & Address	Phone No.	Position & Description of Duties	Dates Employed	Reason for Leaving

[ ] Check if experience is continued on a separate sheet.

I hereby certify that all statements made on or in connection with this application are true to the best of my knowledge and belief. I understand that should I be selected for this position, my employment with the Department is contingent upon a background check for past criminal convictions, verification of suitability for the position and successful completion of a medical and/or psychological examination (if required).

I further understand that should disqualifying information be discovered, or it is found that I have falsified any information for this position (including the application), I will be immediately discharged, released or disqualified from employment.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

# **EXHIBIT B**

## **PRICING SCHEDULE – HOURLY BILL RATES**

PRICING SCHEDULE – HOURLY BILL RATES  
TEMPORARY SUPPORT PERSONNEL SERVICES

This constitutes a firm bid, irrevocable for a period of one-hundred and eighty (180) days. The rates quoted must reflect personnel meeting the minimum qualifications as described in Appendix A - Statement of Work.

<u>JOB CLASSIFICATION</u>	<u>HOURLY RATE</u>
Account Clerk I	\$23.28
Account Clerk II	\$24.80
Account Technician I	\$23.28
Intermediate Typist Clerk	\$21.90
Procurement Assistant	\$20.44
Receptionist	\$17.52
Senior Typist Clerk	\$22.26
Secretary	\$21.90
Warehouse Worker	\$16.38

<u>OTHER CLASSIFICATIONS: (Specify)</u>	<u>HOURLY RATE</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

AppleOne Employment Services  
Company Name

Linda Madigan  
Authorized Agent's Name (Print)

  
Authorized Agent's Signature

16371 Beach Blvd., Suite 240  
Huntington Beach, CA 92647  
Address

Vice President, Operations &  
Government Solutions  
Title

07/06/15  
Date

# EXHIBIT C

## CONTRACTOR'S EEO CERTIFICATION

## CONTRACTOR'S EEO CERTIFICATION

AppleOne Employment Services

Contractor Name

16371 Beach Blvd., 240, Huntington Beach, CA 92647

Address

95-2580864

Internal Revenue Service Employer Identification Number

### GENERAL CERTIFICATION

In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

### CONTRACTOR'S SPECIFIC CERTIFICATIONS

- |  |   |                             |
|--|---|-----------------------------|
| 1. The Contractor has a written policy statement prohibiting discrimination in all phases of employment.   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 2. The Contractor periodically conducts a self analysis or utilization analysis of its work force.   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 3. The Contractor has a system for determining if its employment practices are discriminatory against protected groups.  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 4. Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

Michael A. Hoyal, Chief Financial Officer

Authorized Official's Printed Name and Title



Authorized Official's Signature

8/18/15

Date

# **EXHIBIT D**

## **COUNTY'S ADMINISTRATION**

**COUNTY'S ADMINISTRATION**

CONTRACT NO. \_\_\_\_\_

**COUNTY PROJECT DIRECTOR:**

Name: **Yolanda De Ramus**  
Title: Chief Deputy  
Address: 7400 E. Imperial Hwy., Downey, CA 90242  
Telephone: (562) 840-8412 Facsimile: (562) 803-3032  
E-Mail Address: [yderamus@library.lacounty.gov](mailto:yderamus@library.lacounty.gov)

**COUNTY PROJECT MANAGER:**

Name: **Elsa Muñoz**  
Title: Head, Support Services  
Address: 7400 E. Imperial Hwy., Downey, CA 90242  
Telephone: (562) 940-8450 Facsimile: (562) 803-0330  
E-Mail Address: [emunoz@library.lacounty.gov](mailto:emunoz@library.lacounty.gov)

**COUNTY PROJECT MONITOR:**

Name: **Gilbert A. Garcia**  
Title: Contracts Services Coordinator  
Address: 7400 E. Imperial Hwy., Downey, CA 90242  
Telephone: (562) 940-8478 Facsimile: (562) 803-0016  
E-Mail Address: [ggarcia@library.lacounty.gov](mailto:ggarcia@library.lacounty.gov)

**CONTRACT ANALYST:**

Name: Leticia Isunza  
Address: 7400 E. Imperial Hwy., Downey, CA 90242  
Telephone: (562) 940-8485 Facsimile: (562) 803-0016  
E-Mail Address: [lisunza@library.lacounty.gov](mailto:lisunza@library.lacounty.gov) **and**  
E-Mail Address: [contractservices@library.lacounty.gov](mailto:contractservices@library.lacounty.gov)

# EXHIBIT E

## CONTRACTOR'S ADMINISTRATION

**CONTRACTOR'S ADMINISTRATION**CONTRACTOR'S NAME: AppleOne Employment Services

CONTRACT NO: \_\_\_\_\_

**CONTRACTOR'S PROJECT MANAGER:**Name: Angela FeigaTitle: Sr. Account Executive - Project ManagerAddress: 5901 Green Valley Circle, Suite 466Culver City, CA 90230Telephone: 310-242-9977Facsimile: 310-242-9978E-Mail Address: afeiga@appleone.com**CONTRACTOR'S AUTHORIZED OFFICIAL(S)**Name: Richard WilkeTitle: Regional Vice PresidentAddress: 3900 Kilroy Airport Way, Suite 180Long Beach, CA 90806Telephone: 562-637-1001Facsimile: 562-637-1017E-Mail Address: rwilke@appleone.comName: Linda MadiganTitle: V.P. of Operations and Government SolutionsAddress: 16371 Beach Blvd., Suite 240Huntington Beach, CA 92647Telephone: 866-493-8343Facsimile: 714-596-7780E-Mail Address: lmadigan@appleone.com**Notices to Contractor shall be sent to the following:**Name: Linda MadiganTitle: V.P. of Operations and Government SolutionsAddress: 16371 Beach Blvd., Suite 240Huntington Beach, CA 92647Telephone: 866-493-8343Facsimile: 714-596-7789E-Mail Address: lmadigan@appleone.com

# **EXHIBIT F**

## **CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT**

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

CONTRACTOR NAME: AppleOne Employment Services Contract No. \_\_\_\_\_

GENERAL INFORMATION:

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced-agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced contract.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

CONFIDENTIALITY AGREEMENT:

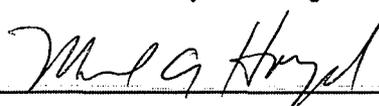
Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced contract. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided to me during this employment, Contractor and Contractor's Staff shall keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: 

DATE: 08 / 13 / 2015

PRINTED NAME: Michael A. Hoyal

POSITION: Chief Financial Officer

# **EXHIBIT G**

## **JURY SERVICE ORDINANCE**

Title 2 ADMINISTRATION  
Chapter 2.203.010 through 2.203.090  
CONTRACTOR EMPLOYEE JURY SERVICE

**2.203.010 Findings.**

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.020 Definitions.**

The following definitions shall be applicable to this chapter:

- A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:
  - 1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or
  - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or
  - 3. A purchase made through a state or federal contract; or
  - 4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or
  - 5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or
  - 6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or
  - 7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or
  - 8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.

Title 2 ADMINISTRATION  
Chapter 2.203.010 through 2.203.090  
CONTRACTOR EMPLOYEE JURY SERVICE

- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:
1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or
  2. The contractor has a long-standing practice that defines the lesser number of hours as full time.
- E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

**2.203.030 Applicability.**

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

**2.203.040 Contractor Jury Service Policy.**

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.050 Other Provisions.**

- A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.060 Enforcement and Remedies.**

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

Title 2 ADMINISTRATION  
Chapter 2.203.010 through 2.203.090  
CONTRACTOR EMPLOYEE JURY SERVICE

**2.203.070. Exceptions.**

- A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:
  - 1. Has ten or fewer employees during the contract period; and,
  - 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
  - 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.090. Severability.**

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

# **EXHIBIT H**

## **SAFELY SURRENDERED BABY LAW**

# *Safely* Surrendered



No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

[www.babysafela.org](http://www.babysafela.org)



# Safely Surrendered Baby Law

## What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

*Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a baby, let her know there are other options. For three days (72 hours) after birth, a baby can be surrendered to staff at any hospital or fire station in Los Angeles County.*

## How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

## What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

## Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

## Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

## Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

## What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

## What happens to the parent or surrendering adult?

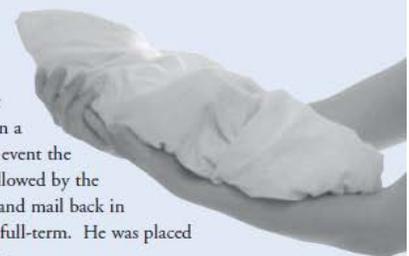
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

## Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

## A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.



# *Ley de* Entrega de Bebés *Sin Peligro*



*Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles*

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

[www.babysafela.org](http://www.babysafela.org)



# Ley de Entrega de Bebés Sin Peligro

## ¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

*Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.*

## ¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazaletes y el padre/madre o el adulto que lo entregue recibirá un brazaletes igual.

## ¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Angeles al 1-800-540-4000.

## ¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

## ¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

## ¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

## ¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

## ¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

## ¿Por qué se está haciendo esto en California? ?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

## Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazaletes con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.





**CONTRACT**

**BY AND BETWEEN**

**COUNTY OF LOS ANGELES**

**AND**

**FUTURE PERSONNEL AGENCY, INC. dba TOP TEMPO**

**FOR**

**TEMPORARY SUPPORT PERSONNEL SERVICES**

**CONTRACT PROVISIONS  
TABLE OF CONTENTS**

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE</u>
RECITALS .....		1
1.0	APPLICABLE DOCUMENTS.....	1
2.0	DEFINITIONS.....	2
3.0	WORK .....	2
4.0	TERM OF CONTRACT .....	3
5.0	CONTRACT SUM .....	3
6.0	ADMINISTRATION OF CONTRACT- COUNTY .....	5
6.1	COUNTY CONTRACT PROJECT DIRECTOR .....	5
6.2	COUNTY CONTRACT PROJECT MANAGER.....	6
6.3	COUNTY CONTRACT PROJECT MONITOR .....	6
7.0	ADMINISTRATION OF CONTRACT - CONTRACTOR.....	6
7.1	CONTRACTOR PROJECT MANAGER.....	6
7.2	APPROVAL OF CONTRACTOR'S STAFF.....	7
7.3	CONTRACTOR'S STAFF IDENTIFICATION.....	7
7.4	CONTRACTOR EMPLOYEE CRIMINAL RECORDS.....	8
7.5	BACKGROUND AND SECURITY INVESTIGATIONS.....	8
7.6	CONFIDENTIALITY .....	8
8.0	STANDARD TERMS AND CONDITIONS.....	9
8.1	AMENDMENTS .....	9
8.2	ASSIGNMENT AND DELEGATION.....	10
8.3	AUTHORIZATION WARRANTY .....	11
8.4	BUDGET REDUCTIONS .....	11
8.5	COMPLAINTS .....	11
8.6	COMPLIANCE WITH APPLICABLE LAW .....	12
8.7	COMPLIANCE WITH CIVIL RIGHTS LAWS .....	12
8.8	COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM .....	13
8.9	CONFLICT OF INTEREST .....	14
8.10	CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST .....	15
8.11	CONSIDERATION OF HIRING GAIN/GROW PARTICIPANTS .....	15
8.12	CONTRACTOR RESPONSIBILITY AND DEBARMENT .....	15
8.13	CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW .....	18

**CONTRACT PROVISIONS  
TEMPORARY SUPPORT PERSONNEL SERVICES**

**TABLE OF CONTENTS**

<b><u>SECTION</u></b>	<b><u>TITLE</u></b>	<b><u>PAGE</u></b>
8.14	CONTRACTOR’S WARRANTY OF ADHERENCE TO COUNTY’S CHILD SUPPORT COMPLIANCE PROGRAM.....	18
8.15	COUNTY’S QUALITY ASSURANCE PLAN.....	18
8.16	DAMAGE TO COUNTY FACILITIES, BUILDINGS, GROUNDS OR EQUIPMENT .....	19
8.17	EMPLOYMENT ELIGIBILITY VERIFICATION.....	19
8.18	FACSIMILE REPRESENTATIONS.....	19
8.19	FAIR LABOR STANDARDS .....	20
8.20	FORCE MAJEURE .....	20
8.21	GOVERNING LAW, JURISDICTION, AND VENUE .....	20
8.22	INDEPENDENT CONTRACTOR STATUS.....	21
8.23	INDEMNIFICATION.....	21
8.24	GENERAL PROVISIONS FOR ALL INSURANCE COVERAGE .....	21
8.25	INSURANCE COVERAGE .....	25
8.26	LIQUIDATED DAMAGES .....	27
8.27	MOST FAVORED PUBLIC ENTITY .....	28
8.28	NONDISCRIMINATION AND AFFIRMATIVE ACTION.....	28
8.29	NON EXCLUSIVITY.....	29
8.30	NOTICE OF DELAYS .....	30
8.31	NOTICE OF DISPUTES .....	30
8.32	NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT .....	30
8.33	NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW.....	30
8.34	NOTICES.....	30
8.35	PROHIBITION AGAINST INDUCEMENT OR PERSUASION .....	30
8.36	PUBLIC RECORDS ACT.....	31
8.37	PUBLICITY .....	31
8.38	RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT .....	32
8.39	RECYCLED BOND PAPER.....	33
8.40	SUBCONTRACTING .....	33

**CONTRACT PROVISIONS  
TEMPORARY SUPPORT PERSONNEL SERVICES**

**TABLE OF CONTENTS**

<b><u>SECTION</u></b>	<b><u>TITLE</u></b>	<b><u>PAGE</u></b>
8.41	TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM.....	34
8.42	TERMINATION FOR CONVENIENCE .....	34
8.43	TERMINATION FOR DEFAULT .....	35
8.44	TERMINATION FOR IMPROPER CONSIDERATION.....	36
8.45	TERMINATION FOR INSOLVENCY.....	37
8.46	TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE .....	37
8.47	TERMINATION FOR NON-APPROPRIATION OF FUNDS.....	38
8.48	VALIDITY.....	38
8.49	WAIVER.....	38
8.50	WARRANTY AGAINST CONTINGENT FEES.....	38
8.51	WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM .....	38
8.52	TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM.....	39
8.53	TIME OFF FOR VOTING.....	39
<b>9.0</b>	<b>UNIQUE TERMS AND CONDITIONS.....</b>	<b>39</b>
9.1	Local Small Business Enterprise (SBE) Preference Program.....	39
<b>SIGNATURES</b>	.....	<b>41</b>
<b><u>STANDARD EXHIBITS</u></b>		
A	STATEMENT OF WORK	
B	PRICING SCHEDULE – HOURLY BILL RATES	
C	CONTRACTOR'S EEO CERTIFICATION	
D	COUNTY'S ADMINISTRATION	
E	CONTRACTOR'S ADMINISTRATION	
F	CONTRACTOR ACKNOWLEDGMENT AND CONFIDENTIALITY AGREEMENT	
G	JURY SERVICE ORDINANCE	
H	SAFELY SURRENDERED BABY LAW	

**CONTRACT BETWEEN  
COUNTY OF LOS ANGELES  
AND  
FUTURE PERSONNEL AGENCY, INC., dba TOP TEMPO  
FOR  
TEMPORARY SUPPORT PERSONNEL SERVICES**

This Contract ("Contract") made and entered into this \_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the County of Los Angeles, hereinafter referred to as County and **Future Personnel Agency, Inc., dba Top Tempo**, hereinafter referred to as Contractor. **Future Personnel Agency, Inc., dba Top Tempo** is located at **3731 Wilshire Boulevard, Suite 512, Los Angeles, CA 90010.**

**RECITALS**

WHEREAS, the County may contract with private businesses for Temporary Support Personnel Services when certain requirements are met; and

WHEREAS, the County desires to utilize two contractors to provide the Temporary Support Personnel Services and, in turn, intends to execute two identical contracts for these services; and

WHEREAS, the Contractor is a private firm that is capable of providing Temporary Support Personnel Services; and

WHEREAS, this Contract is therefore authorized under California Government Code, Section 31000.4 to contract for temporary help to assist during any peak load, temporary absence, or emergency other than a labor dispute;

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

**1.0 APPLICABLE DOCUMENTS**

Exhibits A, B, C, D, E, F, G and H are attached to and form a part of this Contract. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Exhibits, or between Exhibits, such conflict or inconsistency will be resolved by giving precedence first to the Contract and then to the Exhibits according to the following priority.

### **Standard Exhibits:**

- 1.1 EXHIBIT A - Statement of Work
- 1.2 EXHIBIT B - Pricing Schedule – Hourly Bill Rates
- 1.3 EXHIBIT C - Contractor’s EEO Certification
- 1.4 EXHIBIT D - County’s Administration
- 1.5 EXHIBIT E - Contractor’s Administration
- 1.6 EXHIBIT F - Contractor Acknowledgement and Confidentiality Agreement
- 1.7 EXHIBIT G - Jury Service Ordinance
- 1.8 EXHIBIT H - Safely Surrendered Baby Law

## **2.0 DEFINITIONS**

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein will be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

- 2.1 **Contract:** Agreement executed between the County and the Contractor. It sets forth the terms and conditions for the issuance and performance of Exhibit A, Statement of Work.
- 2.2 **Contractor:** The sole proprietor, partnership, or corporation that has entered into a contract with the County to perform or execute the work covered by Exhibit A, Statement of Work.
- 2.3 **County:** County of Los Angeles
- 2.4 **County Librarian:** Head of the County of Los Angeles Public Library.
- 2.5 **Day(s):** Business day(s) unless otherwise specified.
- 2.6 **Fiscal Year:** The twelve (12) month period beginning July 1st and ending the following June 30th.
- 2.7 **Public Library:** County of Los Angeles Public Library

## **3.0 WORK**

- 3.1 Pursuant to the provisions of this Contract, the Contractor will fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth in herein.
- 3.2 If the Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same will be

deemed to be a gratuitous effort on the part of the Contractor, and the Contractor will have no claim whatsoever against the County.

#### **4.0 TERM OF CONTRACT**

- 4.1 The term of this Contract will be **four (4)** years commencing after execution by County's Board of Supervisors (Board), unless sooner terminated or extended, in whole or in part, as provided in this Contract.
- 4.2 The County will have the sole option to extend this Contract term for up to **one (1)** additional one-year option period and **six (6)** month to month extensions, for a maximum total Contract term of **five (5)** years and **six (6)** months. Each such extension option may be exercised at the sole discretion of the County Librarian or his/her designee as authorized by the Board.

The County maintains databases that track/monitor contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a contract term extension option.

- 4.3 The Contractor will notify the Public Library when this Contract is within nine (9) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor will send written notification to Public Library at the address herein provided in Exhibit D - County's Administration.

#### **5.0 CONTRACT SUM**

- 5.1 The maximum contract sum under the terms of this Contract will be the total monetary amount payable by the County to the Contractor for provision of the temporary support personnel services specified herein in accordance with Exhibit B, Pricing Schedule – Hourly Bill Rates, and will not exceed a combined amount of **Four Hundred Thousand Dollars and Zero Cents (\$400,000.00)** each year of this Contract for each contract awarded. The Contractor will be paid only for services, actual hours worked, and other services approved in writing by the County, except as set forth in Sub-Section 8.1 – Amendments.
- 5.2 The County does not guarantee a minimum usage, however, the County will make a good faith effort to procure as needed services hereunder each year the Contract is in effect, contingent upon the Public Library's adopted budget and needs. Use of the awarded contracts will be alternated between the awarded contractors at the County's discretion. Further, use of temporary workers are limited a period not to exceed ninety (90) work days for a maximum of seven hundred and twenty (720) hours.

5.3 The Contractor will not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever, incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, will occur only with the County's express prior written approval.

5.4 The Contractor will maintain a system of record keeping that will allow the Contractor to determine when it has incurred seventy-five percent (75%) of the total contract authorization under this Contract. Upon occurrence of this event, the Contractor will send written notification to the Public Library at the address herein provided in Exhibit D - County's Administration.

**5.5 No Payment for Services Following Expiration/Termination of Contract**

The Contractor will have no claim against the County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Contractor after the expiration or other termination of this Contract. Should the Contractor receive any such payment it will immediately notify the County and will immediately repay all such funds to the County. Payment by the County for services rendered after expiration/termination of this Contract will not constitute a waiver of the County's right to recover such payment from the Contractor. This provision will survive the expiration or other termination of this Contract.

**5.6 Invoices and Payments**

5.6.1 The Contractor will invoice the County only for providing the tasks, deliverables, goods, services, and other work specified in Exhibit A - Statement of Work and elsewhere hereunder. The Contractor will prepare invoices, which will include the charges owed to the Contractor by the County under the terms of this Contract. The Contractor's payments will be as provided in Exhibit B, Pricing Schedule - Hourly Bill Rates, and the Contractor will be paid only for the tasks, deliverables, goods, services, and other work approved in writing by the County. If the County does not approve work in writing no payment will be due to the Contractor for that work.

5.6.2 The Contractor's invoices will be priced in accordance with Exhibit B, Pricing Schedule – Hourly Bill Rates. Rates will remain fixed and firm for the term of the Contract to include the option year and month-to-month extensions.

- 5.6.3 The Contractor's invoices will contain the following information: contract number, employee's name, job classification, assignment location, hours and dates worked for which payment is claimed.
- 5.6.4 The Contractor will submit invoices to the County by the 15<sup>th</sup> calendar day following the month of service.
- 5.6.5 All invoices under this Contract will be submitted to the County Contract Project Manager or designee at the physical or electronic address herein provided in Exhibit D - County's Administration.
- 5.6.6 **County Approval of Invoices**  
All invoices submitted by the Contractor for payment must have the written approval of the County Contract Project Manager, or their designee, prior to any payment thereof. In no event will the County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld.
- 5.6.7 The County may deduct from payment, amounts assessed which may include but not limited to, liquidated damages, replacement cost of services, cost for damages to County equipment and/or facilities or any other offset in accordance with the terms and conditions of this Contract.
- 5.6.8 The Contractor will be paid approximately forty-five (45) days in arrears, after submission of undisputed invoices. Approval of invoices submitted will be subject to auditing requirements of the County.
- 5.6.9 **Local Small Business Enterprises (SBE) – Prompt Payment Program**  
Certified Local Small Business Enterprises (LSBEs) will receive prompt payment for services they provide to County departments. Prompt payment is defined as fifteen (15) calendar days after receipt of an undisputed invoice.

## **6.0 ADMINISTRATION OF CONTRACT - COUNTY**

### **COUNTY ADMINISTRATION**

A listing of all County Administration referenced in the following Sub-sections are designated in Exhibit D - County's Administration. The County will notify the Contractor in writing of any change in the names or addresses shown.

#### **6.1 COUNTY CONTRACT PROJECT DIRECTOR**

The role of the County Contract Project Director may include:

- coordinating with Contractor and ensuring Contractor's performance of the Contract; however, in no event will Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby; and
- upon request of the Contractor, providing direction to the Contractor, as appropriate in areas relating to County policy, information requirements, and procedural requirements; however, in no event, will Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby.

## **6.2 COUNTY CONTRACT PROJECT MANAGER**

The role of the County's Contract Project Manager is authorized to include:

- meeting with the Contractor's Project Manager on a regular basis; and
- inspecting any and all tasks, deliverables, goods, services, or other work provided by or on behalf of the Contractor; however, in no event will Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby; and
- approving unanticipated work as provided herein.

The County Contract Project Manager is not authorized to make any changes in any of the terms and conditions of this Contract and is not authorized to further obligate the County in any respect whatsoever.

## **6.3 COUNTY CONTRACT PROJECT MONITOR**

The role of the County's Contract Project Monitor is to oversee the day-to-day administration of this Contract; however, in no event will Contractor's obligation to fully satisfy all of the requirements of this Contract be relieved, excused or limited thereby. The County Contract Project Monitor reports to the County Contract Project Manager.

## **7.0 ADMINISTRATION OF CONTRACT – CONTRACTOR**

A listing of all of Contractor's Administration referenced in the following subparagraphs are designated in Exhibit E - Contractor's Administration. The Contractor will notify the County in writing of any change in the names or addresses shown.

### **7.1 CONTRACTOR PROJECT MANAGER**

7.1.1 The Contractor Project Manager will be responsible for the Contractor's day-to-day activities as related to this Contract and will meet and coordinate with the County Contract Project Manager and the County Contract Project Monitor on a regular basis.

7.1.2 The Contractor's Project Manager must have three (3) years of demonstrated experience in the Temporary Support Personnel services industry to include but not limited to; providing qualified and experienced staff, overseeing of day-to-day operations, quality assurance and customer relations.

## **7.2 APPROVAL OF CONTRACTOR'S STAFF**

County has the absolute right to approve or disapprove all of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff, including, but not limited to, the Contractor's Project Manager.

## **7.3 CONTRACTOR'S STAFF IDENTIFICATION**

The Public Library will issue identification (ID) badges to Contractor employees assigned to work at Library locations. The Contractor's employees are required to have a County ID badge on their person and visible at all times while on duty and inside of a Public Library facility. No other ID badge is acceptable. Lost or damaged ID badges will be replaced at a replacement fee in accordance with the Public Library's Identification Card Policy. The Contractor is responsible to repay to the County the cost incurred for lost or damaged ID badges and stolen ID badges not reported to law enforcement.

7.3.1 The Contractor is responsible to ensure that staff obtains a Public Library ID badge by the date they are to begin a work assignment in a County facility. Contractor staff may be asked to leave a County facility by a County representative if they do not have the proper ID badge on their person.

7.3.2 The Contractor is responsible to ensure that staff report lost/stolen ID badges to a law enforcement agency within twenty-four (24) hours of discovery of loss/theft and provide to the County a copy of the police report or receipt for the police report.

7.3.3 The Contractor will notify the County within one (1) business day when staff is terminated from working under this Contract. The Contractor will retrieve and return the employee's ID badge to the County on the next business day after the employee has terminated employment with the Contractor.

7.3.4 If the County requests the removal of Contractor's staff, the Contractor will retrieve and return the employee's ID badge to the County on the next business day after the employee has been removed from working on the Contract.

7.3.5 Failure to return ID badges in accordance with this Sub-section will result in damages being assessed.

## **7.4 CONTRACTOR EMPLOYEE CRIMINAL RECORDS**

No personnel employed by the Contractor and providing the services herein will have a criminal conviction record or pending criminal trial for, a felony or misdemeanor offense, unless such record has been disclosed and employment of the employee has been approved in writing by the County.

## **7.5 BACKGROUND AND SECURITY INVESTIGATIONS**

7.5.1 Each of Contractor's staff performing services under this Contract, who is in a designated sensitive position, as determined by County in County's sole discretion, will undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under this Contract. Such background investigation must be obtained through fingerprints submitted to the California Department of Justice to include State, local, and federal-level review, which may include, but will not be limited to, criminal conviction information. The fees associated with the background investigation will be at the expense of the Contractor, regardless if the member of Contractor's staff passes or fails the background investigation.

7.5.2 If a member of Contractor's staff does not pass the background investigation, County may request that the member of Contractor's staff be immediately removed from performing services under the Contract at any time during the term of the Contract. County will not provide to Contractor or to Contractor's staff any information obtained through the County's background investigation.

7.5.3 County, in its sole discretion, may immediately deny or terminate facility access to any member of Contractor's staff that does not pass such investigation to the satisfaction of the County or whose background or conduct is incompatible with County facility access.

7.5.4 Disqualification of any member of Contractor's staff pursuant to this Sub-section 7.5 will not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

## **7.6 CONFIDENTIALITY**

7.6.1 The Contractor will maintain the confidentiality of all records and information in accordance with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including,

without limitation, County policies concerning information technology security and the protection of confidential records and information.

- 7.6.2 Contractor will indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with this Sub-section 7.6, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Sub-section 7.6 will be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County will have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County will be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor will not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of County without County's prior written approval.
- 7.6.3 The Contractor will inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality provisions of this Contract.
- 7.6.4 The Contractor will sign and adhere to the provisions of "Contractor Acknowledgement and Confidentiality Agreement", Exhibit F.

## **8.0 STANDARD TERMS AND CONDITIONS**

### **8.1 AMENDMENTS**

- 8.1.1 For any change which affects the scope of work, term, Contract Sum, payments, or any term or condition included under this Contract, an Amendment will be prepared and executed by the Contractor and by the Board.
- 8.1.2 The Board or Chief Executive Officer (CEO) or designee may require the addition and/or change of certain terms and conditions in the Contract during the term of this Contract. The County reserves the right to add and/or change such provisions as

required by the Board or CEO. To implement such changes, an Amendment to the Contract will be prepared and executed by the Contractor and by the County Librarian or his/her designee.

- 8.1.3 The County Librarian or his/her designee or the Board, may at his/her sole discretion, authorize extensions of time as defined in Section 4.0 - Term of Contract. The Contractor agrees that such extensions of time will not change any other term or condition of this Contract during the period of such extensions. To implement an extension of time, an Amendment to the Contract will be prepared and executed by the Contractor and by County Librarian or his/her designee or the Board.

## **8.2 ASSIGNMENT AND DELEGATION**

- 8.2.1 The Contractor will not assign its rights or delegate its duties under this Contract, or both, whether in whole or in part, without the prior written consent of the County, in its discretion, and any attempted assignment or delegation without such consent will be null and void. For purposes of this Paragraph, the County consent will require a written amendment to the Contract, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Contract will be deductible, at the County's sole discretion, against the claims, which the Contractor may have against the County.
- 8.2.2 Shareholders, partners, members, or other equity holders of the Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of the Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Contract, such disposition is an assignment requiring the prior written consent of the County in accordance with applicable provisions of this Contract.
- 8.2.3 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without the County's express prior written approval, will be a material breach of the Contract which may result in the termination of this Contract. In the event of such termination, the County will be entitled to pursue the same remedies against the Contractor as it could pursue in the event of

default by Contractor.

### **8.3 AUTHORIZATION WARRANTY**

The Contractor represents and warrants that the person executing this Contract for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Contract and that all requirements of the Contractor have been fulfilled to provide such actual authority.

### **8.4 BUDGET REDUCTIONS**

In the event that the Board adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County Contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the Contractor under this Contract will also be reduced correspondingly. The County's notice to the Contractor regarding said reduction in payment obligation will be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, the Contractor will continue to provide all of the services set forth in this Contract.

### **8.5 COMPLAINTS**

The Contractor will develop, maintain and operate procedures for receiving, investigating and responding to complaints.

8.5.1 Within ten (10) business days after Contract effective date, the Contractor will provide the County with the Contractor's policy for receiving, investigating and responding to user complaints.

8.5.2 The County will review the Contractor's policy and provide the Contractor with approval of said plan or with requested changes.

8.5.3 If the County requests changes in the Contractor's policy, the Contractor will make such changes and resubmit the plan within five (5) business days for County approval.

8.5.4 If, at any time, the Contractor wishes to change the Contractor's policy, the Contractor will submit proposed changes to the County for approval before implementation.

8.5.5 The Contractor will preliminarily investigate all complaints and notify the County Contract Project Manager of the status of the investigation within five (5) business days of receiving the complaint.

- 8.5.6 When complaints cannot be resolved informally, a system of follow through will be instituted which adheres to formal plans for specific actions and strict time deadlines.
- 8.5.7 Copies of all written responses will be sent to the County's Contract Project Manager within three (3) business days of mailing to the complainant.

## **8.6 COMPLIANCE WITH APPLICABLE LAW**

- 8.6.1 In the performance of this Contract, the Contractor will comply with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.
- 8.6.2 The Contractor will indemnify, defend, and hold harmless the County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by the Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by the County in its sole judgment. Any legal defense pursuant to the Contractor's indemnification obligations under this Sub-section 8.6 will be conducted by the Contractor and performed by counsel selected by the Contractor and approved by the County. Notwithstanding the preceding sentence, the County will have the right to participate in any such defense at its sole cost and expense, except that in the event the Contractor fails to provide the County with a full and adequate defense, as determined by the County in its sole judgment, the County will be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from the Contractor for all such costs and expenses incurred by the County in doing so. The Contractor will not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of the County without the County's prior written approval.

## **8.7 COMPLIANCE WITH CIVIL RIGHTS LAWS**

The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17), to the end that no person will, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from participation

in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. The Contractor will comply with Exhibit C - Contractor's EEO Certification.

## **8.8 COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM**

### **8.8.1 Jury Service Program**

This Contract is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached as Exhibit G and incorporated by reference into and made a part of this Contract.

### **8.8.2 Written Employee Jury Service Policy**

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the Contractor will have and adhere to a written policy that provides that its Employees will receive from the Contractor, on an annual basis, no less than five (5) days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.
2. For purposes of this Paragraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If the Contractor uses any Subcontractor to perform services for the County under the Contract, the Subcontractor will also be subject to the provisions of this Paragraph. The provisions of this Paragraph will be inserted into any such subcontract agreement and a

copy of the Jury Service Program will be attached to the agreement.

3. If the Contractor is not required to comply with the Jury Service Program when the Contract commences, the Contractor will have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the Contractor will immediately notify the County if the Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if the Contractor no longer qualifies for an exception to the Jury Service Program. In either event, the Contractor will immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sole discretion, that the Contractor demonstrate, to the County's satisfaction that the Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that the Contractor continues to qualify for an exception to the Program.
4. Contractor's violation of this Paragraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract and/or bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

## **8.9 CONFLICT OF INTEREST**

- 8.9.1 No County employee whose position with the County enables such employee to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such employee, will be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder will in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.
- 8.9.2 The Contractor will comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it will immediately make full written disclosure of such facts to the

County. Full written disclosure will include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this Paragraph will be a material breach of this Contract.

#### **8.10 CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST**

Should the Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, the Contractor will give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Contract.

#### **8.11 CONSIDERATION OF HIRING GAIN/GROW PARTICIPANTS**

8.11.1 Should the Contractor require additional or replacement personnel after the effective date of this Contract, the Contractor will give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration will mean that the Contractor will interview qualified candidates. The County will refer GAIN/GROW participants by job category to the Contractor. Contractors will report all job openings with job requirements to: [GAINGROW@dpss.lacounty.gov](mailto:GAINGROW@dpss.lacounty.gov) to obtain a list of qualified GAIN/GROW job candidates

8.11.2 In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees will be given first priority.

#### **8.12 CONTRACTOR RESPONSIBILITY AND DEBARMENT**

##### **8.12.1 Responsible Contractor**

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Contractors.

##### **8.12.2 Chapter 2.202 of the County Code**

The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the Contractor on this or other

contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the Contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five years but may exceed five years or be permanent if warranted by the circumstances, and terminate any or all existing Contracts the Contractor may have with the County.

#### 8.12.3 **Non-responsible Contractor**

The County may debar a Contractor if the Board finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County, (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

#### 8.12.4 **Contractor Hearing Board**

1. If there is evidence that the Contractor may be subject to debarment, the County will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
2. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative will be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board will prepare a tentative proposed decision, which will contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the County will be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board.
3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board will be presented to the Board. The Board will have

the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

4. If a Contractor has been debarred for a period longer than five (5) years, that Contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.
5. The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) the Contractor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board will conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing will be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
6. The Contractor Hearing Board's proposed decision will contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board will present its proposed decision and recommendation to the Board. The Board will have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

#### 8.12.5 **Subcontractors of Contractor**

These terms will also apply to Subcontractors of County Contractors.

### **8.13 CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW**

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. The County's Department of Children and Family Services will supply the Contractor with the poster to be used. Information on how to receive the poster can be found on the Internet at [www.babysafela.org](http://www.babysafela.org).

### **8.14 CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM**

8.14.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through Contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

8.14.2 As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the Contractor's duty under this Contract to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and will during the term of this Contract maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and will implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

### **8.15 COUNTY'S QUALITY ASSURANCE PLAN**

The County or its agent will evaluate the Contractor's performance under this Contract on not less than an annual basis. Such evaluation will include assessing the Contractor's compliance with all Contract terms and conditions and performance standards. Contractor deficiencies which the County determines are severe or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board.

The report will include improvement/corrective action measures taken by

the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Contract or impose other penalties as specified in this Contract.

#### **8.16 DAMAGE TO COUNTY FACILITIES, BUILDINGS, GROUNDS OR EQUIPMENT**

8.16.1 The Contractor will repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by the Contractor or employees or agents of the Contractor. Such repairs will be made immediately after the Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.

8.16.2 If the Contractor fails to make timely repairs, the County may make any necessary repairs. All costs incurred by the County, as determined by the County, for such repairs will be repaid by the Contractor by cash payment upon demand.

#### **8.17 EMPLOYMENT ELIGIBILITY VERIFICATION**

8.17.1 The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The Contractor will obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor will retain all such documentation for all covered employees for the period prescribed by law.

8.17.2 The Contractor will indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

#### **8.18 FACSIMILE REPRESENTATIONS**

The County and the Contractor hereby agree to regard facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to Sub-section 8.1, and received via communications facilities,

as legally sufficient evidence that such original signatures have been affixed to Amendments to this Contract, such that the parties need not follow up facsimile transmissions of such documents with subsequent (non-facsimile) transmission of "original" versions of such documents.

### **8.19 FAIR LABOR STANDARDS**

The Contractor will comply with all applicable provisions of the Federal Fair Labor Standards Act and will indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

### **8.20 FORCE MAJEURE**

8.20.1 Neither party will be liable for such party's failure to perform its obligations under and in accordance with this Contract, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events are referred to in this Paragraph as "force majeure events").

8.20.2 Notwithstanding the foregoing, a default by a subcontractor of Contractor will not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such subcontractor, and without any fault or negligence of either of them. In such case, the Contractor will not be liable for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Paragraph, the term "subcontractor" and "subcontractors" mean subcontractors at any tier.

8.20.3 In the event the Contractor's failure to perform arises out of a force majeure event, the Contractor agrees to use commercially reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

### **8.21 GOVERNING LAW, JURISDICTION, AND VENUE**

This Contract will be governed by, and construed in accordance with, the

laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Contract and further agrees and consents that venue of any action brought hereunder will be exclusively in the County of Los Angeles.

## **8.22 INDEPENDENT CONTRACTOR STATUS**

8.22.1 This Contract is by and between the County and the Contractor and is not intended, and will not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party will not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.

8.22.2 The Contractor will be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. The County will have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.

8.22.3 The Contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the County. The Contractor will be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the Contractor pursuant to this Contract.

8.22.4 The Contractor will adhere to the provisions stated in Sub-section 7.6 - Confidentiality.

## **8.23 INDEMNIFICATION**

The Contractor will indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers ("County Indemnitees") from and against any and all liability, including but not limited to demands, claims, actions, fees, costs and expenses (including attorney and expert witness fees), arising from and/or relating to this Contract, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnitees.

## **8.24 GENERAL PROVISIONS FOR ALL INSURANCE COVERAGE**

Without limiting the Contractor's indemnification of County, and in the

performance of this Contract and until all of its obligations pursuant to this Contract have been met, the Contractor will provide and maintain at its own expense insurance coverage satisfying the requirements specified in Sub-sections 8.24 and 8.25 of this Contract. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.

#### **8.24.1 Evidence of Coverage and Notice to County**

- Certificate(s) of insurance coverage (Certificate) satisfactory to the County, and a copy of an Additional Insured endorsement confirming the County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, will be delivered to the County at the address shown below and provided prior to commencing services under this Contract.
- Renewal Certificates will be provided to the County not less than 10 days prior to the Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Sub-Contractor insurance policies at any time.
- Certificates will identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate will match the name of the Contractor identified as the contracting party in this Contract. Certificates will provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000.00) dollars, and list any County required endorsement forms.
- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), will be construed as a waiver of any of the Required Insurance provisions.

Certificates and copies of any required endorsements will be sent to the County Contract Project Monitor at the physical or

electronic address herein provided in Exhibit D – County's Administration.

Contractor also will promptly report to the County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to the Contractor. The Contractor also will promptly notify the County of any third party claim or suit filed against Contractor or any of its Sub-Contractors which arises from or relates to this Contract, and could result in the filing of a claim or lawsuit against Contractor and/or County.

#### **8.24.2 Additional Insured Status and Scope of Coverage**

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively the County and its Agents) will be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. The County and its Agents additional insured status will apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also will apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

#### **8.24.3 Cancellation of or Changes in Insurance**

Contractor will provide the County with, or the Contractor's insurance policies will contain a provision that the County will receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice will be provided to the County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.

#### **8.24.4 Failure to Maintain Insurance**

The Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance will constitute a

material breach of the Contract, upon which the County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. The County, at its sole discretion, may obtain damages from the Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to the Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.

**8.24.5 Insurer Financial Ratings**

Coverage will be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

**8.24.6 Contractor's Insurance Will Be Primary**

Contractor's insurance policies, with respect to any claims related to this Contract, will be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage will be in excess of and not contribute to any Contractor coverage.

**8.24.7 Waivers of Subrogation**

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The Contractor will require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

**8.24.8 Sub-Contractor Insurance Coverage Requirements**

The Contractor will include all Sub-Contractors as insureds under Contractor's own policies, or will provide the County with each Sub-Contractor's separate evidence of insurance coverage. The Contractor will be responsible for verifying each Sub-Contractor complies with the Required Insurance provisions herein, and will require that each Sub-Contractor name the County and Contractor as additional insureds on the Sub-Contractor's General Liability policy. The Contractor will obtain the County's prior review and approval of any Sub-Contractor request for modification of the Required Insurance.

**8.24.9 Deductibles and Self-Insured Retentions (SIRs)**

The Contractor's policies will not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require the Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a

bond guaranteeing the Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond will be executed by a corporate surety licensed to transact business in the State of California.

#### **8.24.10 Claims Made Coverage**

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date will precede the effective date of this Contract. The Contractor understands and agrees it will maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.

#### **8.24.11 Application of Excess Liability Coverage**

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as the underlying primary policies, to satisfy the Required Insurance provisions.

#### **8.24.12 Separation of Insureds**

All liability policies will provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

#### **8.24.13 Alternative Risk Financing Programs**

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents will be designated as an Additional Covered Party under any approved program.

#### **8.24.14 County Review and Approval of Insurance Requirements**

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon the County's determination of changes in risk exposures.

### **8.25 INSURANCE COVERAGE**

8.25.1 **Commercial General Liability** insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$1 million

Personal and Advertising Injury: \$1 million  
Each Occurrence: \$1 million

- 8.25.2 **Automobile Liability** insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance will cover liability arising out of Contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable.
- 8.25.3 **Workers Compensation and Employers' Liability** insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also will include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form will be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also will be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.
- 8.25.4 **Sexual Misconduct Liability** insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than \$2 million per claim and \$2 million aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.
- 8.25.5 **Professional Liability/Errors and Omissions** insurance covering Contractor's liability arising from or related to this Contract, with limits of not less than \$1 million per claim and \$2 million aggregate. Further, Contractor understands and agrees it will maintain such coverage for a period of not less than three (3) years following this Agreement's expiration, termination or cancellation.
- 8.25.6 **Crime Coverage**  
A Fidelity Bond or Crime Insurance policy with limits of not less than \$1,000,000 per occurrence. Such coverage will protect

against all loss of money, securities, or other valuable property entrusted by County to Contractor, and apply to all of Contractor's directors, officers, agents and employees who regularly handle or have responsibility for such money, securities or property. The County and its Agents will be named as an Additional Insured and Loss Payee as its interests may appear. This insurance will include third party fidelity coverage, include coverage for loss due to theft, mysterious disappearance, and computer fraud/theft, and will not contain a requirement for an arrest and/or conviction.

## **8.26 LIQUIDATED DAMAGES**

- 8.26.1 If, in the judgment of the County Librarian, or his/her designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the County Librarian, or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the Contractor's invoice for work not performed. A description of the work not performed and the amount to be withheld or deducted from payments to the Contractor from the County, will be forwarded to the Contractor by the County Librarian, or his/her designee, in a written notice describing the reasons for said action.
- 8.26.2 If the County Librarian, or his/her designee, determines that there are deficiencies in the performance of this Contract that the County Librarian, or his/her designee, deems are correctable by the Contractor over a certain time span, the County Librarian, or his/her designee, will provide a written notice to the Contractor to correct the deficiency within specified time frames. Should the Contractor fail to correct deficiencies within said time frame, the County Librarian, or his/her designee, may: (a) Deduct from the Contractor's payment, pro rata, those applicable portions of the Monthly Contract Sum; and/or (b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the Contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages is Two Hundred Dollars (\$200) per day per infraction, or as specified in the PRS Chart, as defined in Exhibit A - Statement of Work – SOW Exhibits – Exhibit 2, hereunder, and that the Contractor will be liable to the County for liquidated damages in said amount. Said amount will be deducted from the County's payment to the Contractor; and/or (c) Upon giving five (5) days notice to the Contractor for failure to correct the deficiencies, the County may correct any and all deficiencies and the total costs incurred by the County for completion of the work by an alternate source, whether it be

County forces or separate private contractor, will be deducted and forfeited from the payment to the Contractor from the County, as determined by the County.

8.26.3 The action noted in sub-paragraph 8.26.2 will not be construed as a penalty, but as adjustment of payment to the Contractor to recover the County cost due to the failure of the Contractor to complete or comply with the provisions of this Contract.

8.26.4 This sub-paragraph will not, in any manner, restrict or limit the County's right to damages for any breach of this Contract provided by law or as specified in the PRS or sub-paragraph 8.26.2, and will not, in any manner, restrict or limit the County's right to terminate this Contract as agreed to herein.

## **8.27 MOST FAVORED PUBLIC ENTITY**

If the Contractor's prices decline, or should the Contractor at any time during the term of this Contract provide the same goods or services under similar quantity and delivery conditions to the State of California or any county, municipality, or district of the State at prices below those set forth in this Contract, then such lower prices will be immediately extended to the County.

## **8.28 NONDISCRIMINATION AND AFFIRMATIVE ACTION**

8.28.1 The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and will be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

8.28.2 The Contractor will certify to, and comply with, the provisions of Exhibit C - Contractor's EEO Certification.

8.28.3 The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action will include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

- 8.28.4 The Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation.
- 8.28.5 The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies will comply with all applicable Federal and State laws and regulations to the end that no person will, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.
- 8.28.6 The Contractor will allow County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this Sub-section 8.28 when so requested by the County.
- 8.28.7 If the County finds that any provisions of this Sub-section 8.28 have been violated, such violation will constitute a material breach of this Contract upon which the County may terminate or suspend this Contract. While the County reserves the right to determine independently that the anti-discrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment and Housing Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations will constitute a finding by the County that the Contractor has violated the anti-discrimination provisions of this Contract.
- 8.28.8 The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Contract, the County will, at its sole option, be entitled to the sum of Five Hundred Dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

## **8.29 NON EXCLUSIVITY**

Nothing herein is intended nor will be construed as creating any exclusive arrangement with the Contractor. This Contract will not restrict Public Library from acquiring similar, equal or like goods and/or services from other entities or sources.

### **8.30 NOTICE OF DELAYS**

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party will, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

### **8.31 NOTICE OF DISPUTES**

The Contractor will bring to the attention of the County Contract Project Manager and/or the County Contract Project Director any dispute between the County and the Contractor regarding the performance of services as stated in this Contract. If the County Contract Project Manager or County Contract Project Director is not able to resolve the dispute, the County Librarian, or his/her designee will resolve it.

### **8.32 NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT**

The Contractor will notify its employees, and will require each Subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice will be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

### **8.33 NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW**

The Contractor will notify and provide to its employees, and will require each Subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit H of this Contract and is also available on the Internet at [www.babysafela.org](http://www.babysafela.org) for printing purposes.

### **8.34 NOTICES**

All notices or demands required or permitted to be given or made under this Contract will be in writing and will be hand delivered with signed receipt or mailed by first-class registered or certified mail, postage prepaid, addressed to the parties as identified in Exhibit D - County's Administration and Exhibit E - Contractor's Administration. Addresses may be changed by either party giving ten (10) days' prior written notice thereof to the other party. The County Librarian or his/her designee will have the authority to issue all notices or demands required or permitted by the County under this Contract.

### **8.35 PROHIBITION AGAINST INDUCEMENT OR PERSUASION**

Notwithstanding the above, the Contractor and the County agree that,

during the term of this Contract and for a period of one year thereafter, neither party will in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

### **8.36 PUBLIC RECORDS ACT**

8.36.1 Any documents submitted by the Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to Sub-section 8.38 - Record Retention and Inspection/Audit Settlement of this Contract; as well as those documents which were required to be submitted in response to the Request for Proposals (RFP) used in the solicitation process for this Contract, become the exclusive property of the County. All such documents become a matter of public record and will be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The County will not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

8.36.2 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "trade secret", "confidential", or "proprietary", the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

### **8.37 PUBLICITY**

8.37.1 The Contractor will not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor's need to identify its services and related clients to sustain itself, the County will not inhibit the Contractor from publishing its role under this Contract within the following conditions:

- The Contractor will develop all publicity material in a professional manner; and
- During the term of this Contract, the Contractor will not, and will not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles,

or other materials using the name of the County without the prior written consent of the County Contract Project Director. The County will not unreasonably withhold written consent.

8.37.2 The Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with the County of Los Angeles, provided that the requirements of this Sub-section 8.37 will apply.

## **8.38 RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT**

The Contractor will maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. The Contractor will also maintain accurate and complete employment and other records relating to its performance of this Contract. The Contractor agrees that the County, or its authorized representatives, will have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, will be kept and maintained by the Contractor and will be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material will be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, the Contractor will pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.

8.38.1 In the event that an audit of the Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, then the Contractor will file a copy of such audit report with the County's Auditor-Controller within thirty (30) days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, the County will make a reasonable effort to maintain the confidentiality of such audit report(s).

8.38.2 Failure on the part of the Contractor to comply with any of the provisions of this Sub-section 8.38 will constitute a material breach of this Contract upon which the County may terminate or suspend this Contract.

8.38.3 If, at any time during the term of this Contract or within five (5) years after the expiration or termination of this Contract, representatives of the County conduct an audit of the Contractor regarding the work performed under this Contract, and if such audit finds that the County's dollar liability for any such work is less than payments made by the County to the Contractor, then the difference will be either: a) repaid by the Contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the Contractor from the County, whether under this Contract or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the difference will be paid to the Contractor by the County by cash payment, provided that in no event will the County's maximum obligation for this Contract exceed the funds appropriated by the County for the purpose of this Contract.

### **8.39 RECYCLED BOND PAPER**

Consistent with the Board's policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Contract.

### **8.40 SUBCONTRACTING**

8.40.1 The requirements of this Contract may not be subcontracted by the Contractor **without the advance approval of the County**. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Contract.

8.40.2 If the Contractor desires to subcontract, the Contractor will provide the following information promptly at the County's request:

- A description of the work to be performed by the Subcontractor;
- A draft copy of the proposed subcontract; and
- Other pertinent information and/or certifications requested by the County.

8.40.3 The Contractor will indemnify and hold the County harmless with respect to the activities of each and every Subcontractor in the same manner and to the same degree as if such Subcontractor(s) were the Contractor employees.

8.40.4 The Contractor will remain fully responsible for all performances required of it under this Contract, including those that the

Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.

- 8.40.5 The County's consent to subcontract will not waive the County's right to prior and continuing approval of any and all personnel, including Subcontractor employees, providing services under this Contract. The Contractor is responsible to notify its Subcontractors of this County right.
- 8.40.6 The County Contract Project Director is authorized to act for and on behalf of the County with respect to approval of any subcontract and Subcontractor employees. After approval of the subcontract by the County, the Contractor will forward a fully executed subcontract to the County for their files.
- 8.40.7 The Contractor will be solely liable and responsible for all payments or other compensation to all Subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.
- 8.40.8 The Contractor will obtain certificates of insurance, which establish that the Subcontractor maintains all the programs of insurance required by the County from each approved Subcontractor. The Contractor will ensure delivery of all such documents to the County Contract Project Manager at the physical or electronic address herein provided in Exhibit D - County's Administration before any Subcontractor employee may perform any work hereunder.

#### **8.41 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM**

Failure of the Contractor to maintain compliance with the requirements set forth in Sub-section 8.14 - Contractor's Warranty of Adherence to County's Child Support Compliance Program, will constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure of the Contractor to cure such default within ninety (90) calendar days of written notice will be grounds upon which the County may terminate this Contract pursuant to Sub-section 8.43 - Termination for Default and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.

#### **8.42 TERMINATION FOR CONVENIENCE**

- 8.42.1 This Contract may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work

hereunder will be effected by notice of termination to the Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective will be no less than ten (10) days after the notice is sent.

8.42.2 After receipt of a notice of termination and except as otherwise directed by the County, the Contractor will:

- Stop work under this Contract on the date and to the extent specified in such notice, and
- Complete performance of such part of the work as will not have been terminated by such notice.

8.42.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Contract will be maintained by the Contractor in accordance with Sub-section 8.38, Record Retention and Inspection/Audit Settlement.

#### **8.43 TERMINATION FOR DEFAULT**

8.43.1 The County may, by written notice to the Contractor, terminate the whole or any part of this Contract, if, in the judgment of County Contract Project Director:

- Contractor has materially breached this Contract; or
- Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Contract; or
- Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

8.43.2 In the event that the County terminates this Contract in whole or in part as provided in Paragraph 8.43.1, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Contractor will be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. The Contractor will continue the performance of this Contract to the extent not terminated under the provisions of this Paragraph.

- 8.43.3 Except with respect to defaults of any Subcontractor, the Contractor will not be liable for any such excess costs of the type identified in Paragraph 8.43.2 if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a Subcontractor, and if such default arises out of causes beyond the control of both the Contractor and Subcontractor, and without the fault or negligence of either of them, the Contractor will not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the Subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Paragraph, the term "Subcontractor(s)" means Subcontractor(s) at any tier.
- 8.43.4 If, after the County has given notice of termination under the provisions of this Sub-section 8.43, it is determined by the County that the Contractor was not in default under the provisions of this Sub-section 8.43, or that the default was excusable under the provisions of Paragraph 8.43.3, the rights and obligations of the parties will be the same as if the notice of termination had been issued pursuant to Sub-section 8.42 - Termination for Convenience.
- 8.43.5 The rights and remedies of the County provided in this Sub-section 8.43 will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

#### **8.44 TERMINATION FOR IMPROPER CONSIDERATION**

- 8.44.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, or extension of this Contract or the making of any determinations with respect to the Contractor's performance pursuant to this Contract. In the event of such termination, the County will be entitled to pursue the same remedies against the Contractor as it could pursue in the event of

default by the Contractor.

8.44.2 The Contractor will immediately report any attempt by a County officer or employee to solicit such improper consideration. The report will be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

8.44.3 Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

#### **8.45 TERMINATION FOR INSOLVENCY**

8.45.1 The County may terminate this Contract forthwith in the event of the occurrence of any of the following:

- Insolvency of the Contractor. The Contractor will be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;
- The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;
- The appointment of a Receiver or Trustee for the Contractor; or
- The execution by the Contractor of a general assignment for the benefit of creditors.

8.45.2 The rights and remedies of the County provided in this Sub-section 8.45 will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

#### **8.46 TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE**

The Contractor and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, will fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance will constitute a material breach of this Contract, upon which the County may in its sole discretion, immediately terminate or suspend this Contract.

#### **8.47 TERMINATION FOR NON-APPROPRIATION OF FUNDS**

Notwithstanding any other provision of this Contract, the County will not be obligated for the Contractor's performance hereunder or by any provision of this Contract during any of the County's future fiscal years unless and until the Board appropriates funds for this Contract in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract will terminate as of June 30 of the last fiscal year for which funds were appropriated. The County will notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

#### **8.48 VALIDITY**

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances will not be affected thereby.

#### **8.49 WAIVER**

No waiver by the County of any breach of any provision of this Contract will constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Contract will not be construed as a waiver thereof. The rights and remedies set forth in this Sub-section 8.49 will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

#### **8.50 WARRANTY AGAINST CONTINGENT FEES**

8.50.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon any Contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

8.50.2 For breach of this warranty, the County will have the right to terminate this Contract and, at its sole discretion, deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

#### **8.51 WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM**

The Contractor acknowledges that the County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations

(secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

Unless the Contractor qualifies for an exemption or exclusion, the Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with County Code Chapter 2.206.

#### **8.52 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM**

Failure of Contractor to maintain compliance with the requirements set forth in Sub-section 8.51 "Warranty of Compliance with County's Defaulted Property Tax Reduction Program" will constitute default under this contract. Without limiting the rights and remedies available to County under any other provision of this contract, failure of Contractor to cure such default within 10 days of notice will be grounds upon which County may terminate this contract and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.

#### **8.53 TIME OFF FOR VOTING**

The Contractor will notify its employees, and will require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than 10 days before every statewide election, every Contractor and subcontractors will keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

### **9.0 UNIQUE TERMS AND CONDITIONS**

#### **9.1 Local Small Business Enterprise (SBE) Preference Program**

9.1.1 This Contract is subject to the provisions of the County's ordinance entitled Local Small Business Enterprise Preference Program, as codified in Chapter 2.204 of the Los Angeles County Code.

9.1.2 The Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Local Small Business Enterprise.

9.1.3 The Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the

purpose of influencing the certification or denial of certification of any entity as a Local Small Business Enterprise.

9.1.4 If the Contractor has obtained certification as a Local Small Business Enterprise by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, shall:

1. Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;
2. In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than ten (10) percent of the amount of the contract; and
3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties shall also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the State, the Department of Consumer and Business Affairs and Internal Services Department (ISD) of this information prior to responding to a solicitation or accepting a contract award.

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

IN WITNESS WHEREOF, Contractor has executed this Contract, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Contract to be executed on its behalf by the Mayor of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, the day and year first above written.

CONTRACTOR: FUTURE PERSONNEL AGENCY, INC, dba TOP TEMPO,

By *L. McCarty*  
Name

*President*  
Title

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
MICHAEL D. ANTONOVICH  
Mayor, Board of Supervisors

ATTEST:

PATRICK OGAWA  
Acting Executive Officer  
of the Board of Supervisors

By \_\_\_\_\_

APPROVED AS TO FORM:

MARY WICKHAM  
Interim County Counsel

By *[Signature]*  
Jill M. Jones  
Deputy County Counsel

**CONTRACT FOR  
TEMPORARY SUPPORT PERSONNEL SERVICES**

**TABLE OF CONTENTS OF EXHIBITS**

**STANDARD EXHIBITS**

- A STATEMENT OF WORK
- B PRICING SCHEDULE – HOURLY BILL RATES
- C CONTRACTOR’S EEO CERTIFICATION
- D COUNTY’S ADMINISTRATION
- E CONTRACTOR’S ADMINISTRATION
- F CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT
- G JURY SERVICE ORDINANCE
- H SAFELY SURRENDERED BABY LAW

# **EXHIBIT A**

## **STATEMENT OF WORK (SOW)**

### **TEMPORARY SUPPORT PERSONNEL SERVICES**

**STATEMENT OF WORK (SOW)  
 TEMPORARY SUPPORT PERSONNEL SERVICES  
 TABLE OF CONTENTS**

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE</u>
1.0	SCOPE OF WORK .....	1
2.0	DEFINITIONS .....	1
3.0	ADDITIONAL SERVICES, SPECIFIC TASKS AND/OR WORK HOURS .....	1
4.0	QUALITY CONTROL.....	2
5.0	QUALITY ASSURANCE PLAN .....	2
6.0	RESPONSIBILITIES.....	3
	<u>County</u>	
6.1	Personnel .....	3
6.2	Equipment .....	4
	<u>Contractor</u>	
6.3	Contract Project Manager.....	4
6.4	Personnel .....	5
6.5	Contractor Employee Attendance.....	5
6.6	Qualified Personnel .....	6
6.7	Identification Badge .....	6
6.8	Training .....	7
6.9	Salaries .....	8
6.10	Contractor’s Office.....	8
7.0	HOURS/DAYS OF WORK.....	8
8.0	USE OF COUNTY SEAL OR LETTERHEAD.....	9
9.0	TEMPORARY PERSONNEL REQUEST.....	9
10.0	MINIMUM QUALIFICATIONS.....	9
10.1	Account Clerk I .....	9
10.2	Account Clerk II .....	9
10.3	Account Technician I .....	10
10.4	Intermediate Typist Clerk.....	10
10.5	Procurement Assistant .....	10
10.6	Receptionist.....	10

**STATEMENT OF WORK (SOW)  
 TEMPORARY SUPPORT PERSONNEL SERVICES  
 TABLE OF CONTENTS**

<b><u>SECTION</u></b>	<b><u>TITLE</u></b>	<b><u>PAGE</u></b>
10.7	Senior Typist Clerk .....	10
10.8	Secretary .....	11
10.9	Warehouse Worker .....	11
<b>11.0</b>	<b>SPECIFIC WORK REQUIREMENTS .....</b>	<b>11</b>
<b>12.0</b>	<b>GREEN INITIATIVES.....</b>	<b>11</b>
<b>13.0</b>	<b>PERFORMANCE REQUIREMENTS SUMMARY.....</b>	<b>11</b>

**STATEMENT OF WORK EXHIBITS**

- 1 CONTRACT DISCREPANCY REPORT
- 2 PERFORMANCE REQUIREMENTS SUMMARY CHART
- 3 JOB APPLICANT INFORMATION SHEET

# **STATEMENT OF WORK (SOW)**

## **1.0 SCOPE OF WORK**

The Contractor will provide experienced support personnel on an as-needed basis for the County of Los Angeles Public Library (Public Library) to perform the duties delineated herein. The majority of the work assignments will be at the Library Headquarters located in Downey, CA. However, the Contractor will also fill requests to staff other Public Library locations throughout the County of Los Angeles.

- 1.1 The principal job classifications needed are Account Clerk I, Account Clerk II, Account Technician I, Intermediate Typist Clerk, Procurement Assistant, Receptionist, Senior Typist Clerk, Secretary, and Warehouse Worker. Other job classifications could be required from time-to-time in **a)** higher level job classifications with duties comparable to those in the principal job classifications (for example: executive secretary, etc.) and **b)** other occupational categories such as programmer analysts and general laborers.
- 1.2 The Contract is to provide temporary support personnel on an as-needed basis, for any temporary situations and is not an exclusive contract. Temporary Support Personnel services may be utilized for any single peak load, emergency or temporary absence which requires temporary personnel services not to exceed a maximum of ninety (90) business days or 720 hours whichever, comes first. County reserves the right to contract with other entities for the same or similar services.
- 1.3 The County does not guarantee a minimum usage, however, the County will make a good faith effort to procure as needed services hereunder each year the Contract is in effect, contingent upon the Public Library's adopted budget and needs.

## **2.0 DEFINITIONS**

Throughout this SOW, references are made to certain persons, groups, or Department/Agencies. For convenience, a description of specific definitions can be found in the Contract, Section 2.0, Definitions. The headings are for convenience and reference only and are not intended to define the scope of any provisions thereof.

## **3.0 ADDITIONAL SERVICES, SPECIFIC TASKS AND/OR WORK HOURS**

The County will have the right to request additional services, specific tasks and/or work hours based on organization and/or operational requirements during the term of the contract with a five (5) day written notice from the County.

Telephone notification by the County will be made for services needing immediate attention.

#### **4.0 QUALITY CONTROL**

The Contractor will establish and utilize a comprehensive Quality Control Plan to assure the County a consistently high level of service throughout the term of the Contract. The Plan will be submitted to the County's Contract Project Manager for review. The plan will include, but may not be limited to, the following:

- 4.1 Method and frequency of monitoring to ensure that Contract requirements are being met.
- 4.2 Title/level and qualifications of personnel performing monitoring functions.
- 4.3 A record of all monitoring activities conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, will be provided to the County upon request.
- 4.4 The Contractor will maintain a written log of all complaints, the date, time, and the action taken or reason for the inaction. The log of complaints will be open to inspection by the County either in person, mailed, faxed, or emailed to the County upon request.
- 4.5 The Contractor will maintain and keep all background investigation records performed on Contractor Employees providing services under this Contract.

#### **5.0 QUALITY ASSURANCE PLAN**

The County will evaluate the Contractor's performance under this Contract using the quality assurance procedures as defined in this Contract, Section 8.0 - Standard Terms and Conditions, Sub-section 8.15 - County's Quality Assurance Plan.

##### **5.1 Meetings**

The Contractor will meet with the County as needed to monitor the progress of the contract. Advance notification will be given at least one (1) business day prior; however, depending on the importance of the issue, a meeting may be scheduled during the same business day. Contractor employees attending meetings must be at the level of the Contractor Project Manager or higher. Failure to attend will cause an assessment of two-hundred dollars (\$200.00) as referred in SOW Exhibit 2, Performance Requirements Summary.

##### **5.2 Annual Evaluation**

The County, or its agent, will evaluate the Contractor's performance under the Contract on not less than an annual basis. Such evaluation will

include assessing the Contractor's compliance with all Contract terms and performance standards. The report will include improvement/corrective action measures taken by the County and the Contractor. Contractor deficiencies, which the County determines as severe or continuing and that may place performance of the Contract in jeopardy if not corrected, may be reported to the Board. If improvement does not occur consistent with corrective action measures, the County may terminate the Contract or impose liquidated damages, as specified in the Contract.

### **5.3 Contract Discrepancy Report**

Notification of a Contract discrepancy will be made to the Contractor's Project Manager as soon as possible whenever a Contract discrepancy is identified. The problem will be resolved within a time period mutually agreed upon by the County and the Contractor but, in no case more than thirty (30) calendar days. Failure to resolve the problem within the time specified will result in issuing a formal Contract Discrepancy Report (Statement of Work Exhibits, Exhibit 1) with an assessment, retroactive to the initial report of the discrepancy.

Upon receipt of this document, the Contractor is required to respond in writing to the County's Contract Project Manager within five (5) business days, acknowledging the reported discrepancies or presenting contrary evidence. A plan for correction of all deficiencies identified in the Contract Discrepancy Report will be submitted to the County's Contract Project Monitor within ten (10) business days.

### **5.4 County Observations**

In addition to departmental contracting staff, other County personnel may observe performance, activities, and review documents relevant to this Contract at any time during normal business hours. However, these personnel may not unreasonably interfere with the Contractor's performance.

## **6.0 RESPONSIBILITIES**

The County's and the Contractor's responsibilities are as follows:

### **COUNTY**

#### **6.1 Personnel**

The County will administer the Contract according to the Contract, Section 6.0 - Administration of Contract - County. Specific duties will include:

- 6.1.1 Monitoring the Contractor's performance in the daily operation of this Contract.
- 6.1.2 Providing direction to the Contractor in areas relating to policy, information and procedural requirements.

- 6.1.3 Preparing Amendments in accordance with the Contract, Section 8.0 - Standard Terms and Conditions, Sub-section 8.1 - Amendments.

## **6.2 Equipment**

The County will provide whatever equipment, deemed necessary by the County, for temporary personnel to perform the duties described herein:

- 6.2.1 Equipment provided may include but is not limited to, computers, computer peripherals, copiers, scanners, and telephones.

## **CONTRACTOR**

### **6.3 Contract Project Manager**

- 6.3.1 The Contractor will provide a full-time Contract Project Manager or designated alternate. The County must have access to the Contract Project Manager five (5) days a week, Monday – Friday, 7:00 a.m. – 6 p.m., Pacific Standard Time (PST). The Contractor will provide a telephone number where the Contractor Project Manager can be reached during hours outside of office business hours.
- 6.3.2 The Contract Project Manager or designated alternate will act as a central point of contact with the County and have full authority to act for the Contractor on all matters relating to the daily operations of the Contract.
- 6.3.3 The Contractor Project Manager and alternate must be able to effectively communicate in English, both orally and in writing.
- 6.3.4 The Contract Project Manager will have three (3) years of demonstrated experience in the temporary personnel services industry to include but not limited to; providing qualified and experienced staff, overseeing of day-to-day operations, quality assurance and customer relations.
- 6.3.5 The Contractor Project Manager or designated alternate must provide to the County Contract Program Monitor, a copy of employee timesheets by the business day following the end of the pay period.
- 6.3.6 The Contractor Project Manager will ensure no contractor employee works more than seven hundred and twenty (720) hours on an individual assignment and must provide notice to the County Contract Project Monitor when the employee is within 40 hours of reaching this maximum.

- 6.3.7 The Contractor Project Manager will ensure no contractor employee works more than ninety (90) business days on an individual assignment and must provide notice to the County Contract Project Monitor when the employee has worked seventy-five (75) business days.

#### **6.4 Personnel**

- 6.4.1 The Contractor will ensure qualified personnel are readily available to meet the Public Library's temporary help needs.
- 6.4.2 No Contractor employee, while working under this Contract, will also at the same time be employed by the County.
- 6.4.3 Contractor employees performing services under this Contract must undergo and pass a background investigation to the satisfaction of the County as a condition of beginning and continuing to perform services under this Contract as set forth in Sub-section 7.5, Background and Security Investigation, of the Contract.

No personnel employed by the Contractor and providing services herein will have a criminal conviction record or pending criminal trial for, a felony or misdemeanor offense, unless such record has been disclosed and employment of the employee has been approved in writing by the County.

- 6.4.4 The Contractor will be responsible for providing all legally required employee benefits to employees assigned to the County on behalf of the Contractor including, without limitation, direct and indirect payment of salaries, wages, compensation or other benefits.
- 6.4.5 Contractor employees assigned by the Contractor to perform services under this Contract will at all times be employees of the Contractor. The Contractor will have the sole right to hire, suspend, discipline or discharge its employee without influence from the County. However, the County, at its sole discretion, may remove any Contractor employee from working on the Contract.
- 6.4.6 At no time are the Contractor's employees allowed to use County equipment for their personal use.

#### **6.5 Contractor Employee Attendance**

Contractor employees providing services under this Contract must be dependable and observe assigned working hours. Failure to observe working hours includes tardiness in arriving at or returning to an assigned work station and leaving the work station without authorization.

The County may remove or request a replacement of Contractor employees who fail to comply with attendance requirements. Such removal does not relieve the Contractor of its obligation to perform under this Contract.

**6.5.1 Observance of Work Hours**

Contractor employees are to observe working hours.

**6.5.2 Unscheduled Absences**

Contractor employees who will be late or absent must notify their employer (Contractor) within an hour before their scheduled starting time. The Contractor upon receipt of this notification must immediately inform the County's Contract Project Monitor. The Contractor must provide a replacement employee upon request.

**6.5.3 Scheduled Absences**

Contractor employees will make a request to their employee (Contractor) to be absent from work as soon they become aware of the need. The Contractor upon receipt of this request must send written notification to the County's Contract Project Monitor. The County's Contract Project Monitor will notify the Contractor if a replacement is needed.

**6.6 Qualified Personnel**

6.6.1 In the event a Contractor employee is unable to perform the prescribed services under this Contract and/or it is discovered subsequent to hire, that an employee working on the Contract does not meet the education or physical requirements, the Contractor will immediately remove that employee from working on the Contract.

6.6.2 The County may at any time remove or replace a Contractor employee whose conduct is, in the reasonable belief of the County, detrimental to the interest of the public or other employees.

6.6.3 At the County's sole discretion, the Contractor will have twenty-four (24) hours to replace an unqualified employee. Thereafter, the County reserves the right to procure services from alternative sources.

**6.7 Identification Badges**

The Public Library will issue County identification (ID) badges to Contractor employees assigned to work at Public Library facility.

- 6.7.1 The Contractor's employees are required to have a County ID badge on their person and visible at all times while on duty and inside of a Public Library facility. No other ID badge is acceptable.
- 6.7.2 The Contractor is responsible to ensure that employees have obtained a County ID badge by the date they are to begin a work assignment at a Public Library facility. Contractor employees may be asked to leave a Public Library facility by a County representative if they do not have the proper County ID badge on their person.
- 6.7.3 The Contractor is responsible to ensure that employees report stolen County ID badges to a law enforcement agency within twenty-four (24) hours of discovery of theft and provide to the County a copy of the police report or receipt for police report.
- 6.7.4 Lost or damaged County ID badges will be replaced at a replacement fee in accordance with the Public Library's Identification Card Policy. The Contractor is responsible to repay to the County the cost incurred for lost or damaged County ID badges and stolen County ID badges not reported to law enforcement.
- 6.7.5 The Contractor will notify the County within one (1) business day when an employee is terminated from working under this Contract. The Contractor will retrieve and return the employee's County ID badge to the County on the next business day after the employee has terminated employment with the Contractor.
- 6.7.6 If the County requests the removal of a Contractor's employee, the Contractor will retrieve and return the employee's County ID badge to the County on the next business day after the employee has been removed from working on the Contract.
- 6.7.7 Failure to return County ID badges in accordance with this Sub-section will result in damages being assessed.

## **6.8 Training**

- 6.8.1 The Contractor will provide training programs for all new employees and continuing in-service training for all employees.
- 6.8.2 All company training records must include a course outline of subjects trained in and a signature from the employee acknowledging training and understanding. Training records must be available for inspection at the request of the County. The County may evaluate course outline and materials to ensure appropriateness for positions covered under this Contract.

6.8.3 The Contractor is responsible for ensuring that each Contractor employee is familiar with the services to be provided under the Contract.

## 6.9 Salaries

The Contractor is solely responsible for providing to its employees all legally required employee benefits and wages. The County will not be called upon to assume any liability for the direct payment of salaries, wages, benefits or any other compensation to any Contractor employee. The County is responsible only to pay the Contractor for services provided in accordance with Exhibit B, Pricing Schedule – Hourly Bill Rates, of the Contract.

## 6.10 Contractor's Office

The Contractor must maintain an office with telephone service in the company's name where the Contractor conducts business.

### 6.10.1 Business Hours

The Contractor's office will be staffed during the hours of 7:00 a.m. to 5 p.m. PST, Monday – Friday, by at least one employee who can respond to inquiries and complaints, which may be received about the Contractor's performance of the Contract. If an answering service receives the call during normal business hours, the Contractor must respond within thirty (30) minutes of receipt of call.

### 6.10.2 After-Hours

When the Contractor's office is closed, the Contractor Project Manager's after-hours number will be utilized to address inquiries and complaints. If a voicemail is utilized, the Contractor Project Manager must respond within thirty (30) minutes of receipt of call.

## 7.0 HOURS/DAY OF WORK

7.1 Contract employees will be assigned to work between the hours of 7:00 a.m. to 6:00 p.m., Monday through Friday, and possibly some Saturdays based on work assignment not to exceed 40 hours per week. **No overtime will be accumulated or paid.**

7.2 The Contractor is not required to provide services on the following holidays:

- |                                  |   |
|----------------------------------|---|
| - New Year's Day                 | - Labor Day                             |
| - Dr. Martin Luther King Jr. Day | - Columbus Day                          |
| - Presidents' Day                | - Veteran's Day                         |
| - Memorial Day                   | - Thanksgiving Day and following Friday |
| - Independence Day               | - Christmas Day                         |

The Contractor will be notified of any other Public Library closures as necessary.

## **8.0 USE OF COUNTY SEAL OR LETTERHEAD**

The Contractor nor its employees will not use or display the County or the Public Library official seal, letterhead or name of the County of Los Angeles or County of Los Angeles Public Library in any communication without written approval.

## **9.0 TEMPORARY PERSONNEL REQUEST**

- 9.1 The County will notify the Contractor when a temporary employee is needed.
- 9.2 The Contractor must respond to the County within twenty-four (24) hours providing the following for each potential candidate:
  1. a resume; and
  2. a completed Job Applicant Information Sheet – (Statement of Work Exhibits, Exhibit 3).
- 9.3 The County, upon receiving the required information, may proceed with the assignment process to include but not limited to interviewing and fingerprinting of a potential candidate.
- 9.4 The County reserves the right to cancel the request for the Contractor's failure to respond within the specified time or the Contractor's failure to provide the required documents; and may, at any time, for any reason, cancel or end an assignment.

## **10.0 MINIMUM QUALIFICATIONS**

Listed below are the minimum qualifications for each of the nine (9) principal classifications:

### **10.1 ACCOUNT CLERK I**

One year's experience in bookkeeping assisting in the maintenance of a double entry accounting system and associated subsidiary records involving coding transactions and posting and balancing of ledgers, journals, and registers. Must be able to use a 10-key calculator by touch; have knowledge of accounts receivable and payable; be able to reconcile bank statements and other financial statements; and review invoices for payment.

### **10.2 ACCOUNT CLERK II**

Must be able to perform a variety of the more difficult and complex bookkeeping and financial-clerical work, spending a large portion of time

in maintaining the accounting records of a moderate to large-scale general accounting system; reconcile bank accounts affecting the balances of a large group of funds or revenue accounts, and involving a very large number of transactions; and compile financial, statistical accounting, and operating reports.

**10.3 ACCOUNTING TECHNICIAN I**

Education: Completion of twelve (12) units of Accounting including a course in advanced accounting from an accredited college, or equivalent accounting education - OR - Graduation from an accredited junior college or two-year business college with completion of the full accounting curriculum. Experience: One year accounting experience.

**10.4 INTERMEDIATE TYPIST CLERK**

One year's office clerical experience - OR - A certificate or Associate of Arts degree in clerical procedures or office administration from an accredited college. Must be able to type at the rate of 40 net words per minute; must be proficient in using a facsimile and photocopy machine; have experience using a computer and be proficient in Microsoft Word; and be able to adhere to controls and procedures where work is divided among personnel performing separate parts of an entire operation.

**10.5 PROCUREMENT ASSISTANT**

One year's experience in procurement, storekeeping or related activities. Must be able to canvass vendors to locate items which are out of production or are in short supply; obtain prices, discounts, and delivery dates; participate in writing specifications; review reports of goods received; and inspect merchandise to verify conformance to purchase order specifications.

**10.6 RECEPTIONIST**

One year of office clerical experience. Must communicate clearly in English, verbally and in writing; answer multiple telephone lines and take messages accurately; interact with the public and staff by telephone and in person; give accurate and complete information; and use good customer service skills.

**10.7 SENIOR TYPIST CLERK**

Three year's office clerical experience. Must be able to type at the rate of 40 net words per minute; be proficient in using a facsimile, photocopy machine and calculator; have experience using a computer and be proficient in Microsoft Word and Microsoft Excel; be able to type drafts and final versions of various documents and review and edit documents to ensure proper grammar, spelling, punctuation and format.

## **10.8 SECRETARY**

Two year's secretarial experience. Must be able to type 40 net words per minute; use a computer and must be proficient in Microsoft Word, Microsoft Excel or Access; be able to screen office and telephone calls; schedule appointments and arrange conferences and meetings; compose announcements, memos and letters; prepare drafts and final versions of memos, letters, notices and bulletins; attend meetings; and record minutes.

## **10.9 WAREHOUSE WORKER**

Six months experience in receiving, storing, issuing, and shipping inventorying supplies, equipment or property.

## **11.0 SPECIFIC WORK REQUIREMENTS**

- 11.1 The Contractor will provide qualified and dependable employees who will perform, under County supervision, services required to cover specified task(s), sites and work shifts.
- 11.2 The Contractor will recruit; pre-screen, to include background check and select only qualified personnel to work at Public Library facilities.
- 11.3 The Contractor's employees will meet the minimum qualifications as set for in Section 10.0, Minimum Qualifications of this SOW.
- 11.4 All Contractor employees providing service under this Contract are required to wear clothing and shoes suitable to their job classification and must maintain a neat and professional appearance in the performance of their duties.

## **12.0 GREEN INITIATIVES**

- 12.1 The Contractor will use reasonable efforts to initiate "green" practices for environmental and energy conversation benefits.
- 12.2 The Contractor will notify the County's Contract Project Manager of Contractor's new green initiatives prior to the contract commencement.

## **13.0 PERFORMANCE REQUIREMENTS SUMMARY (PRS)**

The PRS is a listing of requirements that are intended to be completely consistent with the Contract and the SOW and are not meant in any case to create, extend, revise, or expand any obligation of the Contractor beyond that defined in the Contract and the SOW. Refer to the Statement of Work Exhibits, Exhibit 2, Performance Requirements Summary (PRS). In any case of apparent inconsistency between services as stated in the Contract and the SOW and this PRS, the meaning apparent in the Contract or the SOW will prevail. If any requirement seems to be created in this PRS, which is not clearly and forthrightly

set forth in the Contract and the SOW, that apparent requirement will be null and void and place no requirement on the Contractor. When the Contractor's performance does not conform to the requirements of this Contract, the County will have the option to apply the following non-performance remedies:

- Require the Contractor to implement a formal corrective action plan, subject to approval by the County. In the plan, the Contractor must include reasons for the unacceptable performance; specify steps to return performance to an acceptable level, and monitoring methods to prevent recurrence.
- Reduce payment to the Contractor by a computed amount based on the penalty fee(s) in the PRS.
- Reduce, suspend or cancel this Contract for systematic, deliberate misrepresentations or unacceptable levels of performance.

This section does not preclude the County's right to terminate the contract upon ten (10) days written notice with or without cause, as provided for in the Contract, Section 8.0 - Standard Terms and Conditions, Sub-section 8.42 - Termination for Convenience.

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

# **EXHIBIT A**

## **STATEMENT OF WORK EXHIBITS**

- 1 ..... CONTRACT DISCREPANCY REPORT (SAMPLE)**
- 2 ..... PERFORMANCE REQUIREMENTS SUMMARY (PRS)**
- 3 ..... JOB APPLICANT INFORMATION SHEET**



7400 E. IMPERIAL HWY. • P.O. BOX 7011 • DOWNEY, CA 90241-7011 • PHONE: 562-940-8485 • FAX: 562-803-0016

# CONTRACT DISCREPANCY REPORT

Date Submitted to Contractor: **February 3, 2015**

TO: (Contractor) **John Doe  
DoeRayMe Building Services, Inc.,**

FROM:	<b>Jane Smith Contract Services Unit</b>	Phone No.:	<b>(562) 940 – 6919</b>
		Fax No.:	<b>(562) 803 – 0016</b>

CONTRACT NO. **12345** CONTRACT TITLE: **CUSTODIAL SERVICES – AREA 3**

TYPE OF DISCREPANCY:

DISCREPANCY DETAILS:

CONTRACTOR RESPONSE INSTRUCTIONS:

1. Acknowledge the receipt of the Contract Discrepancy Report to the County Contract Project Manager.
2. Review the discrepancy.
3. Review the Contract reference for compliance.
4. Identify the cause of the problem and determine a corrective action.
5. Respond to the Contract Discrepancy Report in writing by submitting a formal letter of response to the Contract Services Coordinator.

COUNTY EVALUATION OF CONTRACTOR RESPONSE:

The Contract Services Coordinator will evaluate the Contractor’s response and will reply to the Contractor indicating satisfactory or unsatisfactory completion of the corrective action.

**COUNTY OF LOS ANGELES  
TEMPORARY SUPPORT PERSONNEL SERVICES  
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART**

Sections found in:      **Contract = Contract**                      **SOW = Exhibit A - Statement of Work**

<b>SECTION</b>	<b>SPECIFIC PERFORMANCE REFERENCE/REQUIRED SERVICE</b>	<b>STANDARD OF PERFORMANCE</b>	<b>MONITORING METHOD</b>	<b>DEDUCTIONS/FEEES TO BE ASSESSED</b>
<b>CONTRACT: SECTION 4.0</b>	Term of Contract	Contractor shall notify the County in writing when the Contract is within nine (9) months from the expiration of the term.	Receipt of notification	\$500 per occurrence
<b>CONTRACT: SECTION 5.0</b>	Contract Sum	Contractor shall notify the County in writing when Contractor has incurred seventy-five percent (75%) of the total contract sum authorized under this Contract.	Receipt of notification	\$500 per occurrence
<b>CONTRACT: SECTION 7.0</b>	Administration of Contract - Contractor	Contractor shall notify the County in writing of any change in name or address of the Project Manager.	Review of reports, availability and response to inquires	\$200 per day when documentation not provided
<b>CONTRACT: SECTION 8.25</b>	Insurance Coverage	Insurance coverage maintained as required.	Receipt and review of Insurance and Documentation	\$500 per day; Contract termination at Library's option
<b>CONTRACT: SECTION 8.38</b>	Record Retention & Inspection/Audit Settlement	Contractor to maintain all required documents/records.	Review of records and Inspection of files	\$500 per occurrence
<b>CONTRACT: SECTION 8.40</b>	Subcontracting	Contract may not be subcontracted by contractor without the advanced approval of the County.	Review of records, Inspection of files, and interview of employees	\$500 per occurrence; Contract termination at Library's option
<b>SOW: SECTION 4.0</b>	Quality Control	Contractor shall establish and utilize a comprehensive Quality Control Plan.	Receipt of the Quality Control Plan	\$500 per occurrence
<b>SOW: SECTION 5.0</b>	Quality Assurance Plan	Contractor shall meet with the County as needed to monitor the successful progress of the contract.	Meeting as needed and/or as requested by the County.	\$200 per occurrence

**COUNTY OF LOS ANGELES  
 TEMPORARY SUPPORT PERSONNEL SERVICES  
 PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART**

<b>SECTION</b>	<b>SPECIFIC PERFORMANCE REFERENCE/REQUIRED SERVICE</b>	<b>STANDARD OF PERFORMANCE</b>	<b>MONITORING METHOD</b>	<b>DEDUCTIONS/FEEES TO BE ASSESSED</b>
<b>SOW: SECTION 6.10</b>	Contractor's Office	County must have access Monday thru Friday, 7:00 a.m. - 5:00 p.m. to at least one (1) employee who can respond to inquires and complaints.	Non-responsive to phone calls, fax or e-mails.	\$500 per day, per occurrence
<b>SOW: SECTION 9.0</b>	Temporary Personnel Request	Contractor is to provide resumes and Job Applicant Information Sheets within twenty-four (24) hours of receipt of request.	Receipt of resume via fax or e-mail	\$300 per request and/or cancellation of request for personnel.

**Note:** This chart covers deduction/fees for contract non-compliance. Section of the contract may contain deductions for specific violations not addressed here. Non-compliance with any requirements not specified in the PRS above may be subject to the liquidated damages indicated under Section 8.26, sub-paragraph 8.26.2. of the Contract.

**CONFIDENTIAL**

<b>COUNTY OF LOS ANGELES PUBLIC LIBRARY JOB APPLICANT INFORMATION SHEET</b>
---

Date \_\_\_\_\_

Name \_\_\_\_\_

Last 4 digits  
of Soc. Sec. No.    Home Address \_\_\_\_\_  
Street City Zip Code

Home Phone ( ) \_\_\_\_\_ Cell/Message Phone ( ) \_\_\_\_\_

E-mail address \_\_\_\_\_

Position Applied For: \_\_\_\_\_  
Title Location

**Instructions:** This form is to be completed by candidates who are eligible for employment with the County of Los Angeles Public Library. It will be used as part of the job placement and selection interview process. If you have provided a resume, only complete those questions that request information that is not contained in your resume.

1. List any former names which you have used in employment \_\_\_\_\_

2. Are you a citizen of the United States of America?  Yes  NoIf No, can you show proof of government permission to work?  Yes  No3. If you are fluent in any language in addition to English, please list. Speak Read Write  
(Please check if fluent)

\_\_\_\_\_

4. Do you possess any other special skills that may be helpful on the job, such as typing or computer skills? If so, please describe and include skill level (for example, type 40 words per minute):

\_\_\_\_\_

5. Do you have any relatives currently employed with our organization? If so, please complete:

Name	Relationship	Work Location
------	--------------	---------------

6. Education (Check one):  High School Diploma  G.E.D. Certificate

Name of College, University, Vocational School or Institute	Location/Address	Major	Degree/Certificate

7. List your work and volunteer experience for the last 10 years. If employed by the County of Los Angeles Public Library, include the position held and library/section. (Continue on reverse side or attach resume.)

Company/Dept. Name & Address	Phone No.	Position & Description of Duties	Dates Employed	Reason for Leaving

Check if experience is continued on a separate sheet.

I hereby certify that all statements made on or in connection with this application are true to the best of my knowledge and belief. I understand that should I be selected for this position, my employment with the Department is contingent upon a background check for past criminal convictions, verification of suitability for the position and successful completion of a medical and/or psychological examination (if required).

I further understand that should disqualifying information be discovered, or it is found that I have falsified any information for this position (including the application), I will be immediately discharged, released or disqualified from employment.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

# EXHIBIT B

## PRICING SCHEDULE – HOURLY BILL RATES

**PRICING SCHEDULE - HOURLY BILL RATES  
TEMPORARY SUPPORT PERSONNEL SERVICES**

This constitutes a firm bid, irrevocable for a period of one-hundred and eighty (180) days. The rates quoted must reflect personnel meeting the minimum qualifications as described in Appendix A – Statement of Work.

<b>JOB CLASSIFICATION</b>	<b>HOURLY RATE</b>
Account Clerk I	\$19.88
Account Clerk II	\$21.68
Account Technician I	\$21.75
Intermediate Typist Clerk	\$17.79
Procurement Assistant	\$22.84
Receptionist	\$15.44
Senior Typist Clerk	\$18.98
Secretary	\$20.30
Warehouse Worker	\$18.30

<b>OTHER CLASSIFICATIONS: (Specify)</b>	<b>HOURLY RATE</b>

**FUTURE PERSONNEL AGENCY, INC.**

3731 WILSHIRE BVLD. STE. 512

**/TOP TEMPO**

LOS ANGELES CA 90010

Company Name

**LINDA LEA MCGUIRE**

Address

**PRESIDENT**

Authorized Agent's Name (Print)

*Linda Le McGuire*

Title

Date

*7/7/15*

# EXHIBIT C

## CONTRACTOR'S EEO CERTIFICATION

**CONTRACTOR'S EEO CERTIFICATION****Future Personnel Agency, Inc. / dba Top Tempo**

Contractor Name

**3731 Wilshire Blvd., Suite 512, Los Angeles, CA 90010**

Address

**95-3313592**

Internal Revenue Service Employer Identification Number

**GENERAL CERTIFICATION**

In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

**CONTRACTOR'S SPECIFIC CERTIFICATIONS**

- |  |   |                             |
|--|---|-----------------------------|
| 1. The Contractor has a written policy statement prohibiting discrimination in all phases of employment.   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 2. The Contractor periodically conducts a self analysis or utilization analysis of its work force.   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 3. The Contractor has a system for determining if its employment practices are discriminatory against protected groups.  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 4. Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

**Linda McGuire, President**

Authorized Official's Printed Name and Title

*Linda McGuire*  
 Authorized Official's Signature

*7/28/15*  
 Date

# **EXHIBIT D**

## **COUNTY'S ADMINISTRATION**

**COUNTY'S ADMINISTRATION**

CONTRACT NO. \_\_\_\_\_

**COUNTY PROJECT DIRECTOR:**

**Name:** Yolanda De Ramus  
**Title:** Chief Deputy  
**Address:** 7400 E. Imperial Hwy., Downey, CA 90242  
**Telephone:** (562) 840-8412 **Facsimile:** (562) 803-3032  
**E-Mail Address:** [yderamus@library.lacounty.gov](mailto:yderamus@library.lacounty.gov)

**COUNTY PROJECT MANAGER:**

**Name:** Elsa Muñoz  
**Title:** Head, Support Services  
**Address:** 7400 E. Imperial Hwy., Downey, CA 90242  
**Telephone:** (562) 940-8450 **Facsimile:** (562) 803-0330  
**E-Mail Address:** [emunoz@library.lacounty.gov](mailto:emunoz@library.lacounty.gov)

**COUNTY PROJECT MONITOR:**

**Name:** Gilbert A. Garcia  
**Title:** Contracts Services Coordinator  
**Address:** 7400 E. Imperial Hwy., Downey, CA 90242  
**Telephone:** (562) 940-8478 **Facsimile:** (562) 803-0016  
**E-Mail Address:** [ggarcia@library.lacounty.gov](mailto:ggarcia@library.lacounty.gov)

**CONTRACT ANALYST:**

**Name:** Leticia Isunza  
**Address:** 7400 E. Imperial Hwy., Downey, CA 90242  
**Telephone:** (562) 940-8485 **Facsimile:** (562) 803-0016  
**E-Mail Address:** [lisunza@library.lacounty.gov](mailto:lisunza@library.lacounty.gov) **and**  
**E-Mail Address:** [contractservices@library.lacounty.gov](mailto:contractservices@library.lacounty.gov)

# EXHIBIT E

## CONTRACTOR'S ADMINISTRATION

**CONTRACTOR'S ADMINISTRATION****CONTRACTOR'S NAME:** Future Personnel Agency, Inc. dba Top Tempo**CONTRACT NO:** \_\_\_\_\_**CONTRACOR'S PROJECT MANAGER:** \_\_\_\_\_

**Name:** Linda McGuire  
**Title:** President  
**Address:** 3731 Wilshire Blvd., Ste. 512 Los Angeles CA 90010  
**Telephone:** 213-388-7444  
**Facsimile:** 213-388-7434  
**E-Mail** Linda@TopJobsUsa.net

**CONTRACTOR'S AUTHORIZED OFFICIAL(S)**

**Name:** Lia Celi  
**Title:** Senior Staffing Specialist – Alternate Contract Manager/ Designee  
**Address:** 3731 Wilshire Blvd., Ste. 512 Los Angeles CA 90010  
**Telephone:** 213-388-7444  
**Facsimile:** 213-388-7432  
**E-Mail Address:** Lia@TopJobsUsa.net

**Name:** Claudia  
**Title:** Operations / Contract Manager  
**Address:** 3731 Wilshire Blvd., Ste. 512 Los Angeles CA 90010  
**Telephone:** 213-388-7444  
**Facsimile:** 213-388-7432  
**E-Mail Address:** Claudia@TopJobsUsa.net

**Notices to Contractor shall be sent to the following:**

**Name:** Linda McGuire  
**Title:** President  
**Address:** 3731 Wilshire Blvd., Ste. 512 Los Angeles CA 90010  
**Telephone:** 213-388-7444  
**Facsimile:** 213-388-7434  
**E-Mail Address:** Linda@TopJobsUsa.net

# **EXHIBIT F**

## **CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT**

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

CONTRACTOR NAME: Future Personnel Agency, Inc., dba Top Tempo Contract No. \_\_\_\_\_

GENERAL INFORMATION:

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced contract.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

CONFIDENTIALITY AGREEMENT:

Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced contract. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided to me during this employment, Contractor and Contractor's Staff shall keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE:

Linda Lea McGuire

DATE:

7/27/15

PRINTED NAME:

LINDA LEA MCGUIRE

POSITION:

PRESIDENT

# **EXHIBIT G**

## **JURY SERVICE ORDINANCE**

Title 2 ADMINISTRATION  
Chapter 2.203.010 through 2.203.090  
CONTRACTOR EMPLOYEE JURY SERVICE

**2.203.010 Findings.**

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.020 Definitions.**

The following definitions shall be applicable to this chapter:

- A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:
  - 1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or
  - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or
  - 3. A purchase made through a state or federal contract; or
  - 4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or
  - 5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or
  - 6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or
  - 7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or
  - 8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.

Title 2 ADMINISTRATION  
Chapter 2.203.010 through 2.203.090  
CONTRACTOR EMPLOYEE JURY SERVICE

- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:
1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or
  2. The contractor has a long-standing practice that defines the lesser number of hours as full time.
- E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

**2.203.030 Applicability.**

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

**2.203.040 Contractor Jury Service Policy.**

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.050 Other Provisions.**

- A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.060 Enforcement and Remedies.**

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

Title 2 ADMINISTRATION  
Chapter 2.203.010 through 2.203.090  
CONTRACTOR EMPLOYEE JURY SERVICE

**2.203.070. Exceptions.**

- A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:
  - 1. Has ten or fewer employees during the contract period; and,
  - 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
  - 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.090. Severability.**

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

# **EXHIBIT H**

## **SAFELY SURRENDERED BABY LAW**

# *Safely* Surrendered



No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723  
[www.babysafela.org](http://www.babysafela.org)



# Safely Surrendered Baby Law

## What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

*Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a baby, let her know there are other options. For three days (72 hours) after birth, a baby can be surrendered to staff at any hospital or fire station in Los Angeles County.*

## How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

## What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

## Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

## Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

## Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

## What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

## What happens to the parent or surrendering adult?

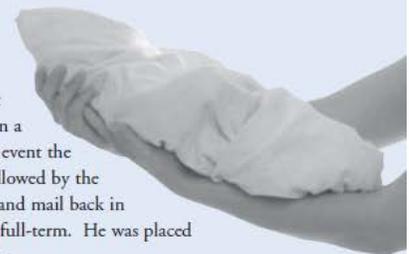
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

## Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

## A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.



# *Ley de* Entrega de Bebés *Sin Peligro*



*Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles*

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

[www.babysafela.org](http://www.babysafela.org)



# Ley de Entrega de Bebés Sin Peligro

## ¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

*Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.*

## ¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazaletes y el padre/madre o el adulto que lo entregue recibirá un brazaletes igual.

## ¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Angeles al 1-800-540-4000.

## ¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

## ¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

## ¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

## ¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

## ¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

## ¿Por qué se está haciendo esto en California? ?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

## Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazaletes con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.

